



**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2021-1232  
 Date : October 20, 2021

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation a duly notarized certification to this effect.

Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for ABC above Php500,000.00** upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award for ABC above Php50,000.00.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; **233-0261**; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **October 26, 2021** at 5:00 pm.

Very truly yours,  
  
**ROSARIO P. BACONG**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Quotation validity shall be not less than **60 calendar days.**
- Good/s or Services shall be delivered within 30 calendar days upon receipt and conformity of Purchase Order.
- Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
- Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty Period, if applicable: \_\_\_\_\_

  
**BRYAN C. LAGARE**  
 Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
 (Signature over Printed Name of Supplier /  
 Authorized Representative)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Field Office VII, Cebu City

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

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Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Reproduction of Manuals on RA 9775, RA 9262, and RA 9208 as amended by RA 10364</b> <b>Specification: ( For Three Manuals)</b> Type of paper for cover: Foldcote cal 12 Type of paper for inside pages: Book paper, 120gsm uncoated Color: Full color ( cover and inside) Size: 8.5 inches x 6 inches (LxW) Binding: Perfect binding Finish: cover with matte lamination Printing: Design extends to edges  With DSWD FO VII address and logo printed outside of the back cover				
1	95	copy	<b>For RA 9775</b> No. of pages: 90 pages and 1 inside title page and 1 Table of contents Page (excluding cover) Cover Color: Green, Yellow, and Light Green				
2	95	copy	<b>For RA 9262</b> No. of pages: 94 pages and 1 inside title page and 1 Table of Contents Page (excluding cover) Cover Color: Orange, Yellow, and light orange				
3	95	copy	<b>For RA 9208 as amended by RA 10364</b> No. of pages: 122 pages and 2 inside title pages and 1 Table of Contens Page (excluding cover) Cover Color: Blue, Light Blue, and sky blue				
			<b>Total:</b>				

Approved Budget for the Contract: **Php 112,575.00**

End User: **ORD**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

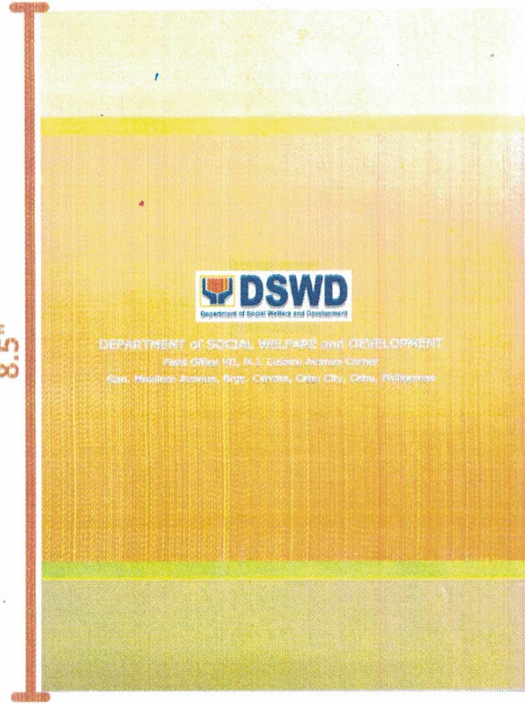
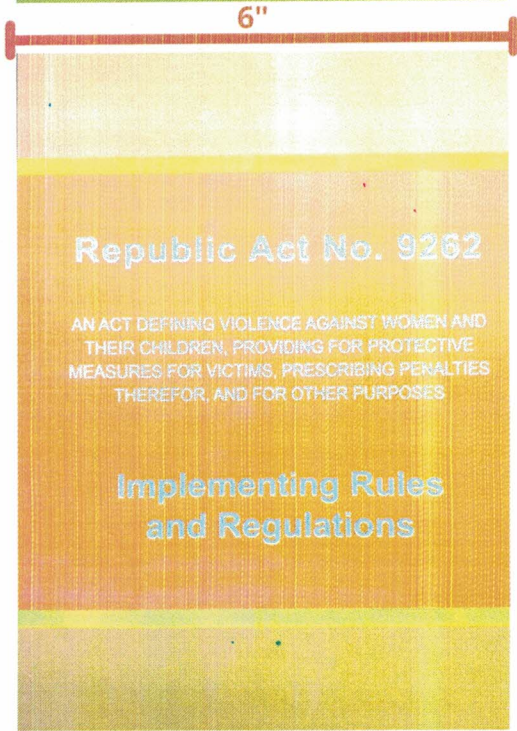
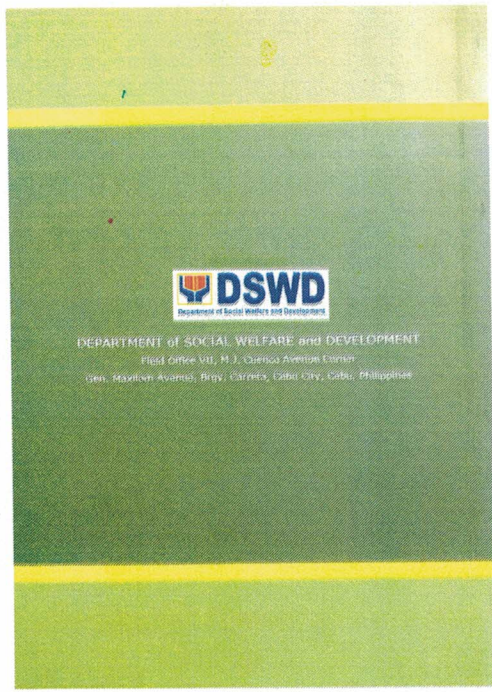
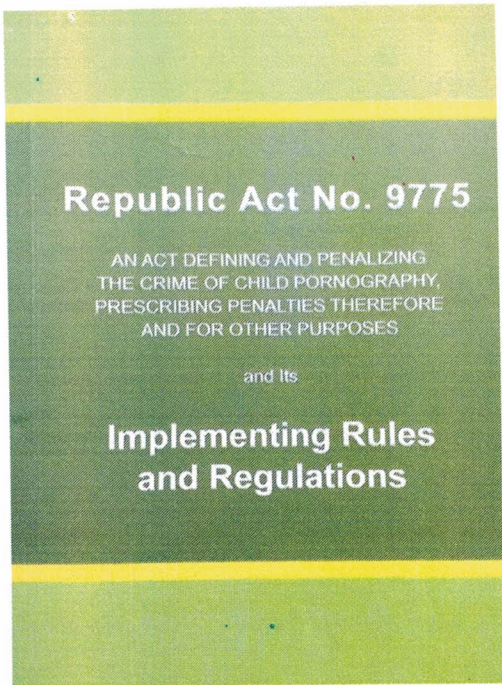
**Purpose :** IEC materials to be distributed to LCAT-VAWC members, Social Workers, and VAW Desk Officers

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

Signature of supplier/Authorized Representative over printed name

  
**BRYAN C. LAGARE**  
 Canvasser





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