



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

RFQ No. : DSWD7-2021-1237  
 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)



Company Name: \_\_\_\_\_

RFQ No. DSWD7-2021-1237

Company Address: \_\_\_\_\_

Date: October 20, 2021

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	155	copy	Reproduction/ Printing of Barangay Protocol in Managing Cases of Children in Conflict with the Law and Children At Risk  <b>Specification:</b> Type of paper for cover: Foldcote cal 12 Type of paper for the inside pages: Book paper, 120 gsm uncoated Color: Full color ( Cover and inside) Size: 8.5" x 11" No. of pages: 114 pages (excluding cover) Binding: Perfect Binding Finish: Cover with Matte lamination Printing: Design extend to edges				
Approved Budget for the Contract: <b>Php 96,100.00</b>				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: <b>RJJWC-7</b>							
<b>Purpose :</b> IEC materials to be distributed to LGUs							

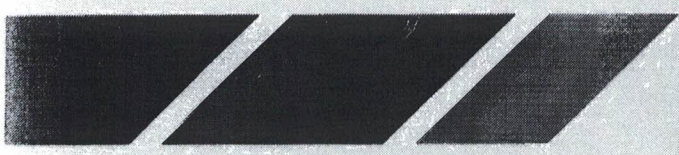
Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

Signature of supplier/Authorized Representative  
over printed name

  
**BRYAN C. LAGARE**  
Canvasser



Handwritten initials or signature in the top right corner.



# **BARANGAY PROTOCOL**

**IN MANAGING CASES OF CHILDREN IN CONFLICT WITH THE LAW  
AND CHILDREN AT RISK**



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