



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

RFQ No. : DSWD7-2022- 0218  
 Date : March 16 ,2022

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** upon submission of quotation. An **Omnibus Sworn Statement** shall be required prior to award.

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 **March 22, 2022 at 5:00 pm.**

Very truly yours,

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

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered within 30 days calendar from receipt and confirmity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. 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: \_\_\_\_\_

RFQ No.: DSWD7-2022- 0218

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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
1	1,200	piece	<b>4Ps Media Kit with Flyers</b> <b>Customized Printed Letter size</b> <b>Specification:</b> * Size: 9" x 12" pocket presentation folder * Two 4" Pockets * Full colored				
2	1,166	piece	<b>Flyer</b> <b>Specification:</b> * 3 customized flyers * Paper: C2S 070lbs * Full colored * The flyers will be put inside the media kit  * With layouting * Supplier should submit the final layout prior to mass printing.				

Approved Budget for the Contract: **Php 99,984.00**

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: **SMU**

Purpose :

To promote the gains of the Pantawid Pamilyang Pilipino Program to partners stakeholders.

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

  
**BRYAN O. LAGARE**  
 Canvasser

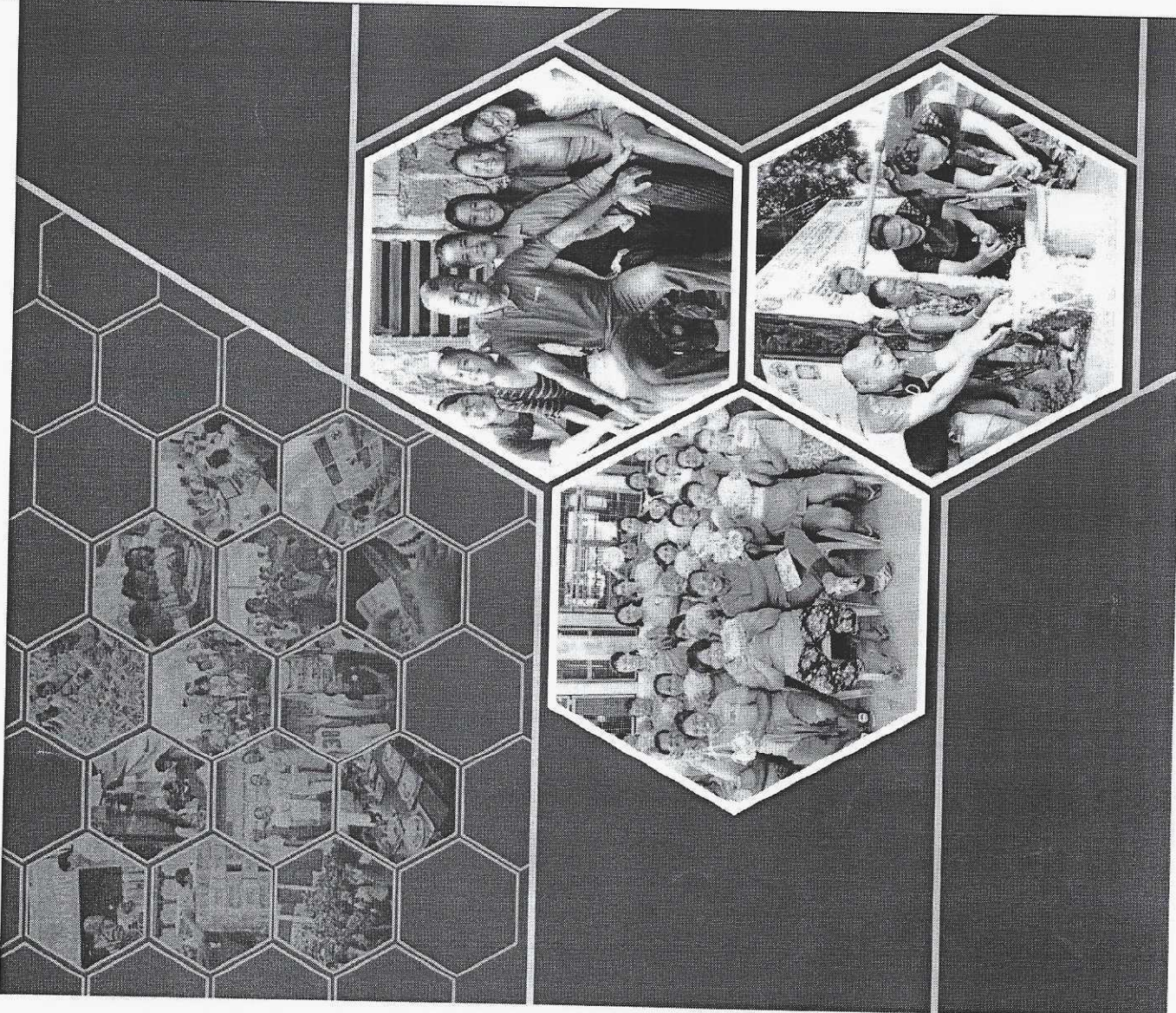
\_\_\_\_\_  
 Signature of supplier/Authorized  
 Representative over printed name

Sample layout

*[Handwritten signature]*



Department of Social Welfare and Development



**VISION**

The Department of Social Welfare and Development envisions all Filipinos free from hunger and poverty, have equal access to opportunities, enabled by a fair, just and peaceful society

**MISSION**

To lead in the formulation, implementation, and coordination of social welfare and development policies and programs for and with the poor, vulnerable and disadvantaged.

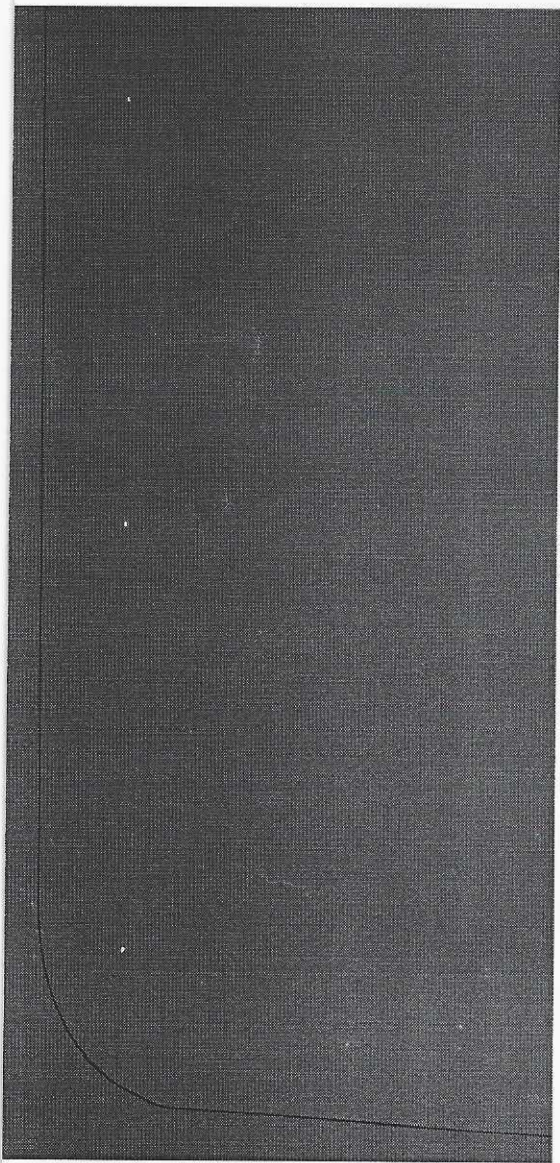
**VALUES**

Maagap at Mapagalingang Serbisyo;  
Serbisyo ng Walang Puwang sa Kautalanan;  
Pates na Pagtrato sa Komunidad

**FUNCTIONS**

As the lead agency in social welfare and development, the Department exercises the following functions

- Formulates policies and plans which provide direction to intermediaries and other implementers in the development and delivery of social welfare and development services.
- Develops and enriches existing programs and services for specific groups, such as children and youth, women, family and communities, solo parents, older persons and Persons with Disabilities (PWDs);
- Registers, licenses and accredits individuals, agencies and organizations engaged in social welfare and development services; sets standards and monitors the empowerment and compliance to these standards.
- Provides technical assistance and capability building to intermediaries; and
- Provides social protection of the poor, vulnerable and disadvantaged sector. DSWD also gives augmentation funds to local government units so these could deliver SWD services to depressed municipalities and barangays and provide protective services to individuals, families and communities in crisis situation.





**MAAGAP** *at*  
**MAPAGKALINGANG**  
**SERBISYO!**

#DSWDMayMalasakit

**Department of Social Welfare and Development**  
**Field Office VII**

Corner MJ Cuenco and General Maxilom Avenues, Brgy. Carreta, Cebu City  
☎ (032) 412.9908 / (032) 232.9509 local 123 Telefax: (032) 231.2172



DSWD Region VII