



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2022- 0659
 Date : April 8, 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 and Philgeps Registration Number** upon submission of quotation.

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 **April 12, 2022 at 5:00 pm.**

Very truly yours,

[Signature]
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 days calendar from receipt and conformity of P.O .
- Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
- Terms of Payment: **within 30 calendar days from the completion of services and 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: _____

[Signature]
BONAPARTE D. CASEÑAS II
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



Company Name: _____

Company Address: _____

Contact Person: _____

Contact 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
			Supply and Delivery of the following:				
1	400	ream	SOCIAL WELFARE AND DEVELOPMENT INDICATORS (SWDI) FORMS Specifications: * 4 pages back to back folded full color printing * A3 size bondpaper * 80GSM, white * 500 sheets per ream				
Approved Budget for the Contract: Php 600,000.00				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: Pantawid							
Purpose:		For additional distribution to Pantawid Offices for SWDI validation for F.Y. 2022					

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

 Signature of supplier/Authorized Representative over printed name

 Bonaparte D. CJ
BONAPARTE D. CASEÑAS II
 Canvasser