



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office VII
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2023-0312
 Date : March 9, 2023

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** is 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 13, 2023 at 5:00PM.**

Very truly yours,


ENGR. EMMANUEL M. EDLES
 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 conformity of P.O.**
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
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: _____


BONAPARTE D. CASEÑAS II
 Canvasser

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

 (Signature over Printed Name of Supplier / Service
 Provider / Authorized Representative)



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

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

RFQ No. DSWD7-2023-0312
 Date: March 9, 2023

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	Provision of Postage & Courier Services				
			Requirements: 1. Nationwide postage and courier services for documents/records. 2. Documents for mailing to be picked up at DSWD Field Office VII located at cor. MJ. Cuenco and General Maxilom Avenues Cebu City. 3. Pick up period is during Wednesdays and Fridays at 3:00 P.M 4. In case pick up day will fall on a holiday/special non-working holiday, service provider to pick up mails during the next working day. 5. In case of urgent matters, DSWD Field Office VII can make a request/call to service provider to pick up mails during anytime of the day from Mondays to Saturdays. 6. Mailing will be packed on either of the following three (3) parcels depending on the volume of the documents: a. Small b. Medium c. Large 7. Bill DSWD FO VII every end of the month. 8. Payment will be within 30 working days upon receipt of billing statement.				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>9. The contract will end or stop when the ABC has been depleted/consumed on or before December 31, 2023 or regardless of any remaining balances of the ABC on December 31, 2023, the contract will still end or stop.</p> <p>10. Aside from determining the service provider's compliance to technical capability, financial compliance shall also be determined through the average price of the mailing parcels and coverage as basis for the Lowest Calculated and Responsive Quotation. ABC will be the contract amount.</p> <p>Parameter of Serviceable Coverage:</p> <p>11.a. Small - Php100.00</p> <p>11.b. Medium - Php130.00</p> <p>11.c. Large - Php160.00</p> <p>Parameter of Out of Town Coverage:</p> <p>11.d. Small - Php150.00</p> <p>11.e. Medium - Php180.00</p> <p>11.f. Large - Php200.00</p> <p>11.f. Average Price = sum of the quoted price of serviceable coverage plus sum of the quoted price of out of town coverage over (6)</p>				
Approved Budget for the Contract: Php 80,000.00				<p>Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			
End User: Records and Archives Mngt. Section							
PURPOSE : For mailing services of DSWD FO VII for the year 2023.							

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

Bonaparte D. II
BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
 Over Printed Name