

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

RFQ No. : **DSWD7-2023-0413**

Date : **May 4, 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 supplier/s are required to submit true copies of their **valid Mayor's Permit, Philgeps Registration Number** upon submission of quotation/s. 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 **May 8, 2023 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
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 **please refer to Annex A**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- 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: \_\_\_\_\_

  
**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. DSWD7-2023-0413

Date: May 4, 2023

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Supply and Delivery of the following:</b>				
1	50	piece	<b>Token Clock</b>  Materials: Wooden plank 150 mm diameter white analogue click with clear acrylic glas cover, Battery Operated Size: 300mm x 295 (refer to the attached drawing) Text: Laser Engraved logos and Text  Colors: Light colored wood with vertical grain Light red mahogany colored wood with vertical grain Dark red mahogany colored wood with vertical grain Dark color base wood with vertical grain  Finished: Matte Finished Topcoat				
2	50	piece	<b>Token Paper Bag</b>  Paper: Fold cote 18gsm Size: Finished Size: L w W x H L 12" x 4" x 14" Spread SizeL 33" x 17" Print: 4/0 (Fullcolors-two side) Process: Ctp (Computer to Plate) Technology Offset Printing (Heidelberg machine) Finished Matte: Lamination one sided, Die cut die, mould, assembly, Adhesive, additional cardboard in the bottom with cord and rivets				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
3	50	piece	<p><b>Acetate Box</b></p> <p>Size: LxWxH: 300 mm x 80 mm x 350 mm</p> <p>Material: Thick Acetate sheet forlided that can be opened on top</p> <p>Note:</p> <ol style="list-style-type: none"> <li>1. Supplier shall be provide a sample material/s prior to mass production</li> <li>2. Production of material/s shall be within 45 after the date the final design is approved</li> <li>3. See details of the design on the attached photo</li> </ol>				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php 110,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>DRMD</b>							
<b>PURPOSE :</b> For DRMD Disaster Response and Early Recovery Summit							

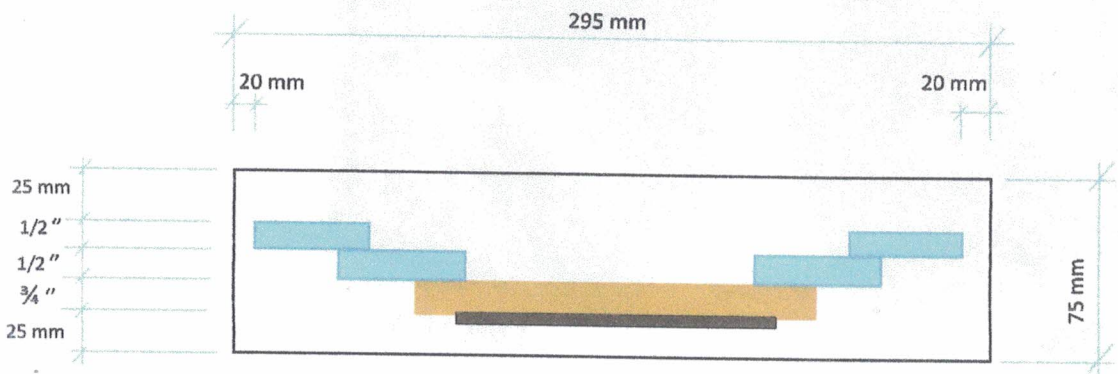
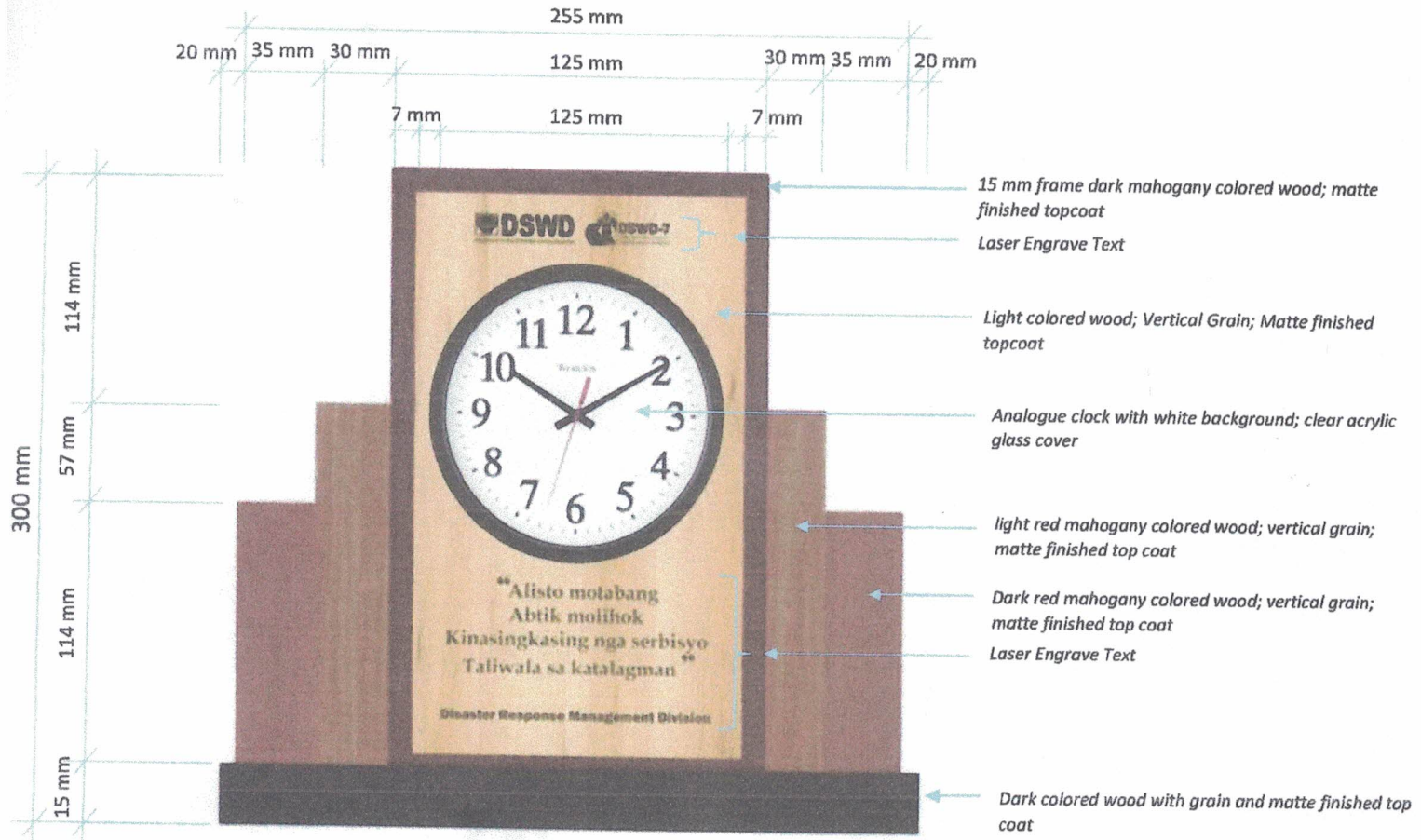
Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

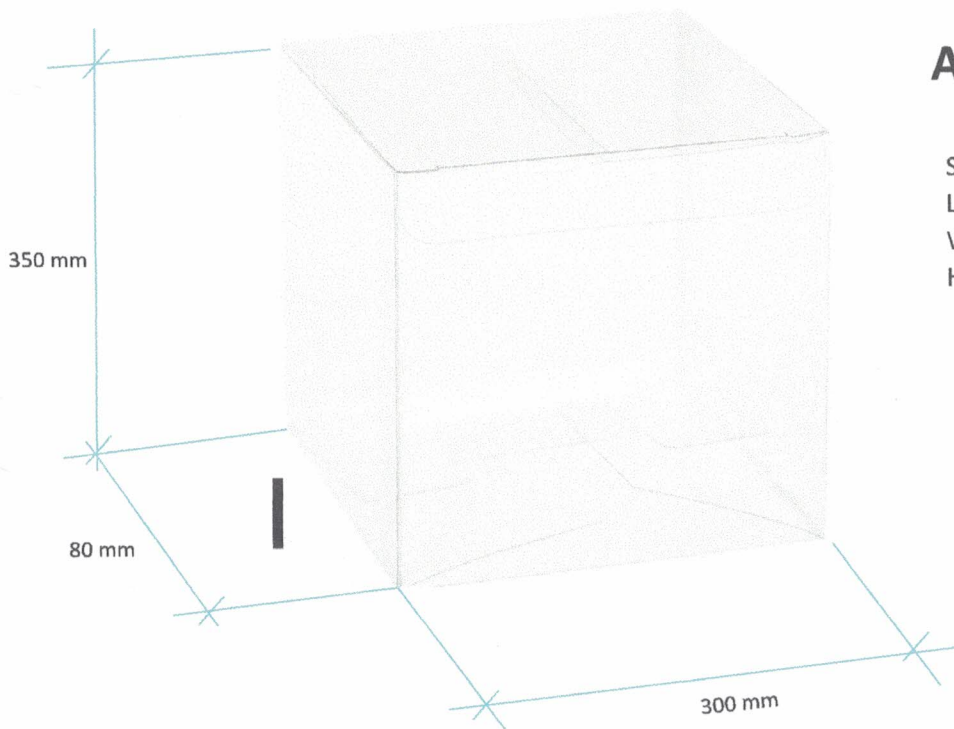
\_\_\_\_\_  
 Signature of Supplier / Authorized Representative Over  
 Printed Name

(page 2 of 2)

# DECORATIVE CLOCK



*Handwritten signature*



## ACETATE BOX

SIZE:

L: 300 MM

W: 80 MM

H: 350 MM

## PAPER BAG



### Specs:

Paper: Fold cote 18gsm

Size: Finished Size: L x W x H : 12" x 4" x 14"

Spread Size: 33" x 17" Print:4/0 (Fullcolors-one side)

Process: CtP (Computer to Plate) Technology Offset

Printing (Heidelberg machine)

Finished Matte: Lamination one sided, Die cut die, mold,

Assembly, Adhesive, additional cardboard in the bottom

With cord and rivets