



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

RFQ No. : DSWD7-2023-0813  
 Date : May 25, 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 29, 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 **please refer to Annex A**
4. Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., 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: \_\_\_\_\_

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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 Compliance Verification Forms</b>							
1	220,000	sheet	<p><b>Compliance Verification Forms</b></p> <p><b>Specification:</b></p> <ul style="list-style-type: none"> <li>• Printing (front only)</li> <li>• A4 size bondpaper 70gsm white</li> <li>• Pack in per Classification of Forms (CV F1, F2, F3, and F4) and per Province for the delivery</li> </ul> <p>5 Period (44,000 x 5)</p> <ul style="list-style-type: none"> <li>• Period 2 (April-May 2023)</li> <li>• Period 3 (June-July 2023)</li> <li>• Period 4 (August-Sept. 2023)</li> <li>• Period 5 (October-November 2023)</li> <li>• Period 6 (December-January 2023)</li> </ul> <p>Printing timeframe is not more than 7 days upon receipt of the pre-generated e-file per period.</p> <p>Pre-generated electronic file is provided in pdf (portable document format)</p> <p>RCVO will provide the electronic file every period.</p> <p><b>Note: Attached sample forms</b></p>				
<b>Approved Budget for the Contract: Php 440,000.00</b>				<p>Note:                      "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			
End User: <b>PANTAWID</b>							
PURPOSE : <b>Compliance Verification Forms for distribution to Pantawid stakeholders and MOOs staff period</b>							

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

**BONAPARTE D. CASENAS II**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name



Name of School/Preschool/DCC [50286] CABANLUTAN ELEMENTARY SCHOOL  
Barangay CABANLUTAN  
City/Municipality BAIS CITY  
Province NEGROS ORIENTAL

cv-F2

Education  
rev. Oct 2021

This form serves as a monitoring tool for the compliance with education. It contains the list of beneficiaries of ages 3-5 and 6-18 years old by school/preschool/day care center. The School Head must fill-up this form to indicate the non-compliance of students for the reporting months pursuant to existing DepEd Guidelines on attendance monitoring during the COVID-19 pandemic. Submit the accomplished form to the Regional Program Management Office through the City/Municipal Link or Social Welfare Assistant.

Reporting Period:  
APR TO MAY 2022

Date Generated:  
5/4/2022

**Note to the School Head:**

- |  |  |
|--|--|
| 1. Household ID No.                                | Number assigned to the Household by DSWD   |
| 2. Household Member ID                             | Number assigned to the Household Member by DSWD  |
| 3. Name of Student                                 | Sorted by Last Name, First Name then by Recorded Grade Level   |
| 4. Sex   | Refers to biological make up of the Household Member   |
| 5. Recorded Grade Level                            | Refers to the grade level of the student as recorded in the database   |
| 6. Current Grade Level                             | Column provided for the school head to indicate the current grade level of the student if the recorded grade level is incorrect        |
| 7. Non-Attendance for the 2 month Reporting Period | Refers to the months covered by the report. Refer to notes at the end of the list  |
| 8. Remarks   | Write only the codes: 1, 2 or 3  |
| 9. Non-Compliance with Deworming Requirement       | Refers to the period covered by the report and applies only to students at the elementary level. Refer to notes at the end of the list |

Total # of Non-Compliant	
APR	MAY

**USE BALLPEN INSTEAD OF PENCIL**

**Grade Level Codes:**

- |             |               |                                    |                         |
|-------------|---------------|------------------------------------|-------------------------|
| 1 - Grade 1 | 8 - Grade 8   | 29 - Highschool Graduate           | 51 - Elementary ADM/ALS |
| 2 - Grade 2 | 9 - Grade 9   | 31 - 1st year College / Vocational | 52 - Secondary ADM/ALS  |
| 3 - Grade 3 | 10 - Grade 10 | 32 - 2nd year College / Vocational | 53 - SpEd Non-graded    |
| 4 - Grade 4 | 11 - Grade 11 | 33 - 3rd year College              |                         |
| 5 - Grade 5 | 12 - Grade 12 | 34 - 4th year College              |                         |
| 6 - Grade 6 | 18 - Day Care | 39 - College Graduate              |                         |
| 7 - Grade 7 | 19 - Kinder   | 41 - Graduate Studies              |                         |

No. of Schooldays in a month	Maximum Allowable Absences per month
1-6	1
7-13	2
14-20	3
21-23	4

Was deworming conducted within these 2 months? (check if yes)

1. Household ID	2. Household Member ID	3. Name of Student Last, First MI. Ext.	4. Sex	5. Recorded Grade Level*	6. Current Grade Level*	7. Non-Attendance for the 2 month report period**		8. Remarks 1. Dropout 2. Not Enrolled in this School 3. Transferred	9. Non-Compliance with Deworming Requirement for 2 months***
						APR	MAY		
1	074604005-2209-00012	416152288	CAMBIO, CHIZKA C.	F	1		○	○	○
2	074604005-2256-00005	416153179	CATACUTAN, YZA KHEA M.	F	1		○	○	○
3	074604005-2250-00013	416152286	GALERA, FAITH VENICE P.	F	1		○	○	○
4	074604005-2987-00012	420408092	RECERONE, FARTHONEY C.	F	1		○	○	○
5	074604005-2236-00002	416152267	BERNABE, CARLO U.	M	2		○	○	○
6	074604005-2256-00005	416153178	MAGALSO, BOB MARLEY C.	M	2		○	○	○
7	074604005-2295-00001	417363317	MANOLONG, MAEGAN M.	F	2		○	○	○
8	074604005-2267-00006	416222795	ADLAON, SHANE A.	F	3		○	○	○
9	074604005-2198-00002	416152281	BALDOSANO, NATHALIE GAIL .	F	3		○	○	○
10	074604005-2173-00007	416152255	ZAMORA, JACK EFRON .	M	3		○	○	○
11	064513009-4493-00015	401407611	CANO, IRISH G.	F	4		○	○	○
12	064513009-4496-00111	401488139	CANO, PRINCESS NICOLET.	F	4		○	○	○
13	074604005-2173-00013	417363301	TUBAT, MITCHIE C.	F	4		○	○	○
14	074604005-2198-00002	416152282	BALDOSANO, PRINCESS ANNDI .	F	5		○	○	○
15	074614010-2-90250490	400684263	DORIG, JOHN NICOLAS P.	M	5		○	○	○
16	074604005-2-09970841	408241249	ESPIRITU, NIKA V.	F	5		○	○	○
17	074604034-1684-00006	9719169	AMARO, ANTONIO L.	M	6		○	○	○
18	074611013-2185-00011	417406937	DAYAGANON, NOVIE ANN B.	F	6		○	○	○
19	064515001-2327-00056	37363336	DUPO, JOEPREL V.	M	6		○	○	○