



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2023-1537
 Date : November 24, 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. and **Latest Income Tax Return** 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 **November 28, 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 **within 30 days calendar from receipt and conformity of P.O.**
- 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: _____

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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
			Supply and Deliver of Customized Polo Shirt for SFP and LGU Implementing Support Staff				
1	1,300	piece	Specifications: <ul style="list-style-type: none"> • Polo Shirt: 2 buttons: ribbed collar & armbands • Type of Fabric: Drifit ; Polydex • Color of Polo Shirt: Blue with Yellow Lining (Follow the design color) Other Specs: <ul style="list-style-type: none"> • DSWD Logo Printed on the upper left side of the shirt (front side) • SFP Logo Printed at the upper back portion of shirt • Follow design and colors • Full Sublimation printing • Sizes: Mens Fit XS - 50 pcs S - 150 pcs M - 400 pcs L - 400 pcs XL - 250 pcs XXL - 50 pcs • Inclusive of lay-out (design given by the end user). • Winning supplier must submit one sample finished product before mass production for final TWG 				
Approved Budget for the Contract: Php 650,000.00				Note:			
End User: SFP				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : To Advocate SFP to LGU implementing partners.							

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

Bonaparte D. Caseñas II
BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative Over
 Printed Name

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Handwritten signature or initials in blue ink, located to the right of the shirt.



[Handwritten signature]