



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

RFQ No. : DSWD7-2023-1550
 Date : November 21, 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**. 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 10:00AM**.

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 after approval of mock-up copy**.
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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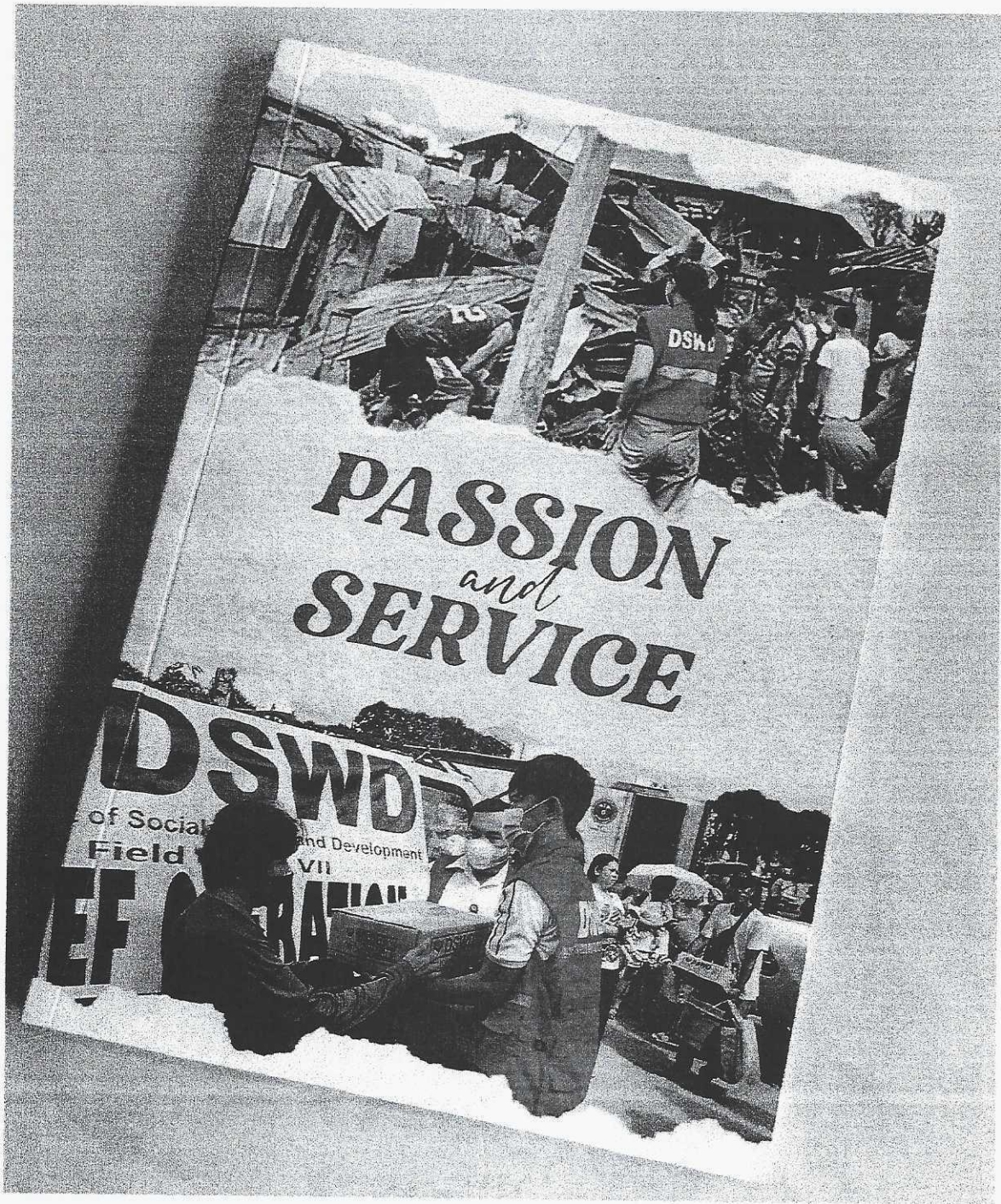
| Item No. | Quantity | Unit of Measure | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|---|----------|-----------------|---|--|-------------------------|-----------|------------|
| | | | Supply and Delivery of Advocacy Materials | | | | |
| 1 | 569 | piece | <p>Advocacy Notebook Planner Specifications: Finish Size: 5.5" (w) x 8.1" (h) planner C2S # 140 lbc (cover) C2S # 220 lbc (cover) Bookbinding board #30 gsm board Bookpaper #70 gsm (inside and flyeaf) Bookpaper #70 gsm (divider) Full color No. of pages: 150 including front and back cover; including the 12 pages perforation Some pages will be dedicated to promotion of DSWD like photos and infographics Matte Lamination (one-side-cover), perfect binding Offset printing With layouting and close coordination with the Social Marketing Unit Note: All design and/or layout will be provided by the Social Marketing Unit. Supplier must Provide mock-up copy for approval prior to mas production. Must be delivered 30 days after approval of mock-up copy</p> | | | | |
| Approved Budget for the Contract: Php 341,400.00 | | | | Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: SMU | | | | | | | |
| PURPOSE : Information, Education and Communication (IEC) materials | | | | | | | |

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

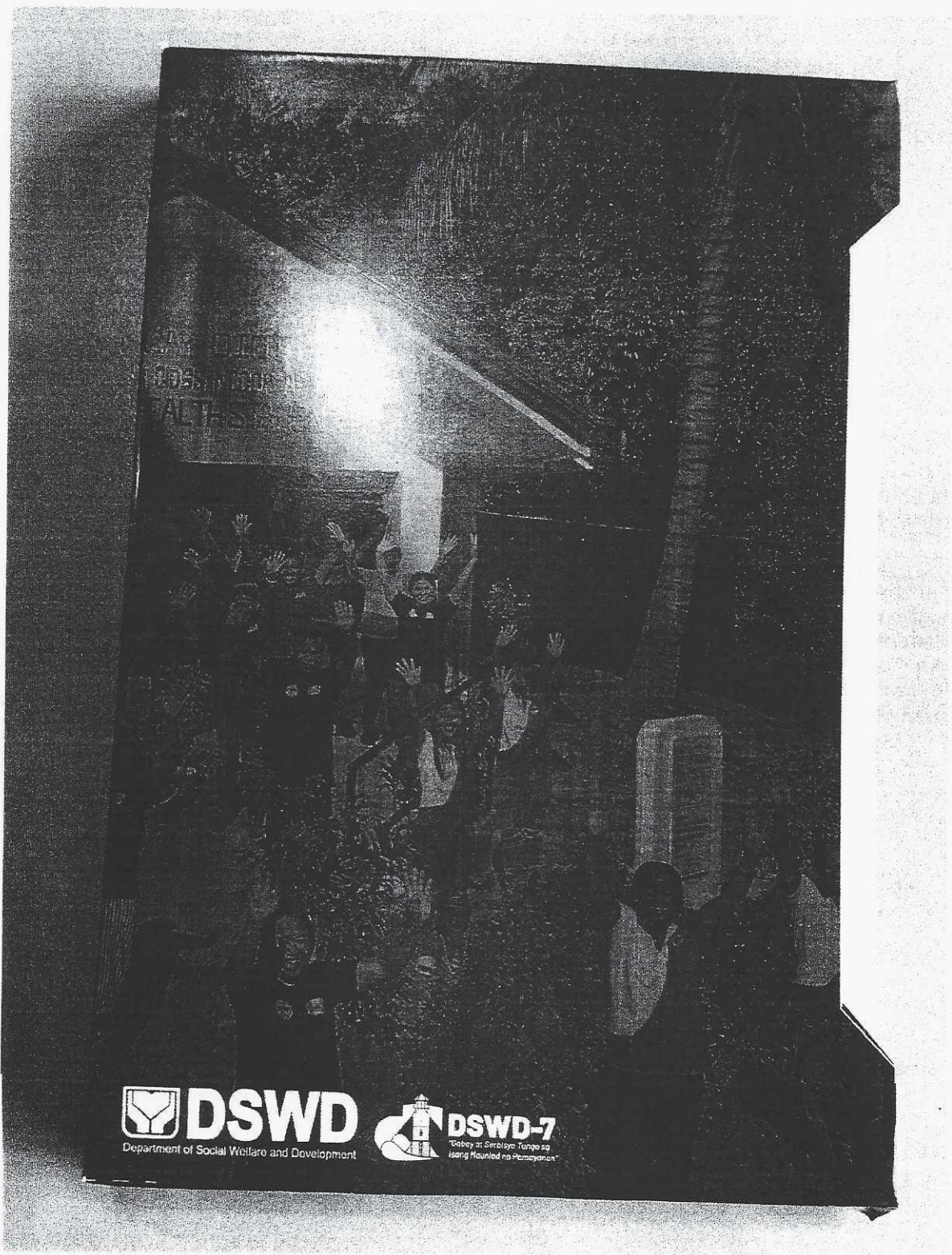
BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative Over
Printed Name

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 **DSWD**
Department of Social Welfare and Development

 **DSWD-7**
"Gabay at Serbiyo Tungo sa
Isang Mawala na Pamilya"

[Handwritten signature]