



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

RFQ No. : DSWD7-2023-1610  
 Date : December 14, 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 **December 18, 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 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. CASENAS 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. DSWD7-2023-1610

Date: December 14, 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 Deliver of Measuring Height Board</b>				
1	75	piece	<p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Thickness &amp; width of the vertical measuring board - dimension at least 1.2cm x 21cm</li> <li>• Measuring range - at least 150cm</li> <li>• Unit of Measurement - Centimeter</li> <li>• Smallest Graduation - 0.1cm or 1mm</li> <li>• Material - Aluminum</li> <li>• Ruler markings - laser engraved numerical symbol</li> <li>• Body Color - White</li> </ul> <p><b>Labels:</b></p> <ol style="list-style-type: none"> <li>1. "Height Measuring Device"</li> <li>2. DSWD name and logo (spelled out DSWD)</li> <li>3. SFP FO VII</li> <li>4. Footprints marking on the floor board area (to serve as a mark/guide as to where the child should be)</li> <li>5. Preferably locally made.</li> </ol> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Supplied with pictogram sticker attached to the movable head board (containing instructions on proper positioning during height taking)</li> <li>• Defective items must be replaced within 7 days upon inspection.</li> <li>• The Device must have a certification of calibration from the DOST-FNRI or Regional Standard Testing Laboratory for the compliance with the standard requirement.</li> <li>• Supplier must have LTO as Medical Devices Manufacturer by the FDA.</li> </ul>				
<b>Approved Budget for the Contract: Php 675,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>SFP</b>							
<b>PURPOSE : Provision of measuring height board to LGUs.</b>							

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)