



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

## REQUEST FOR QUOTATION NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0280

Date : March 5, 2021

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, Omnibus Sworn Statement** for ABC above Php50,000.00, and **Latest Income Tax Return** for ABC above Php500,000.00 upon submission of quotation/s.

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; 232-0261; 231-2172 local 140 or 148 or e-mail to [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph) on or before **March 10, 2021 at 5:00 pm**.

Very truly yours,

  
**ROSARIO P. BACONG**

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 ( pls refer to Annex A).
- Place of Delivery: **DSWD FO VII, Cebu City**
- Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
- 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: \_\_\_\_\_

  
**DAN ALVIN ADLAON**  
Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
(Signature over Printed Name of Supplier /  
Authorized Representative)


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Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1 lot		<b>POSTAGE &amp; COURIER SERVICES</b>  <b>Requirement:</b> 1. Nationwide postage and courier services for documents/records 2. Documents for mailing to and from DSWD Field Office VII located at cor. M.J. Cuenco and General Maxilom Avenue, Cebu City 3. Mailing will be packed on either of the following four (4) parcels depending on the volume of the documents. a. Small b. Medium c. Large d. Boxes 4. The services will end or stop when the ABC has been depleted/consumed on or before December 31,2021 or regardless of any remaining balances of the ABC on December 31,2021, the services will still end or stop 5. MUST HAVE an express services/ processing from 1-3 days 6. Parameter of Serviceable Coverage (estimated) 6.a. Small - Php 100.00 6.b. Medium - Php 120.00 6.c. Large - Php 150.00 Parameter of out of Town Coverage (estimated) 6.d. Small - Php 120.00 6.e. Medium - Php 140.00 6.f. Large - Php - 160.00 7. Aside from determining the service provider's compliance to technical capability, financial compliance shall also be determined through the average price of the cost parameters as basis for the Lowest Calculative and Responsive Quotation. ABC will be the contract amount				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			8. Average Price = sum of the quoted price of serviceable average plus sum of the quoted of out of town coverage over six (6)				
Approved Budget for the Contract: <b>Php 240,000.00</b>				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: <b>Unconditional Cash Transfer (UCT)</b>							
Purpose : For Documents/mailling services of UCT-RPMO and UCT Field Staff (UCT Validators) for the calendar year 2021							

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

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

  
**DAN ALVIN ADLAON**  
Canvasser