



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2020-0984
 Date : September 16, 2020

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, 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 on or before **September 21, 2020 at 5:00 pm.**

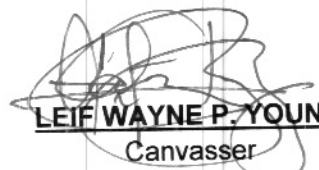
Very truly yours,


ROSARIO P. BACONG

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 calendar days** upon receipt of approved Purchase Order.
4. Place of Delivery: **DSWD FO VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
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: _____


LEIF WAYNE P. YOUNG
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)


DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Department of Social Welfare and Development
Field Office VII, Cebu City

RFQ No.: DSWD7-2020-0984
 Date: September 16, 2020

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	POSTAGE & COURIER SERVICES Requirements: 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 Maxilum Avenues 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, 2020 or regardless of any remaining balances of the ABC on December 31, 2020, the services will still end or stop. Parameter of Serviceable Coverage (estimated) 6.a. Small - Php60.00 6.b. Medium - Php80.00 6.c. Large - Php100.00 Parameter of Out of Town Coverage (estimated): 6.d. Small - Php120.00 6.e. Medium - Php120.00 6.f. Large - Php120.00 Parameter for Documents and Supplies in Boxes (estimated): 6.g. Outside the provinces (visayas): Php220.00/kg (min 5 kg) Php70.00/kg plus Php20.00 surcharge (for above 5 kg)				
Approved Budget for the Contract: Php 240,000.00							
Charge to: UCT							
End User: Unconditional Cash Transfer (UCT)							
Purpose: _____							

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

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Signature of Supplier / Authorized Representative _____


LEIF WAYNE P. YOUNG
 Canvasser