



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2020-0993
 Date : September 17, 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 22, 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 refer to annex A.
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 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
Field Office VII, Cebu City

Company Name
 Company Address
 Contact Person
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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: * Nationwide postage and courier services for documents / records. * Documents for mailing to be picked up at DSWD Field Office VII located at cor. M.J. Cuenco and General Maxilom Avenue, Cebu City * DSWD FO VII can possibly go anytime to mail official documents if needed. * In case pick up day will fall on Holiday / Special non-working holiday, service provider to pick up the next working day. * In case of urgent matters, DSWD Field Office VII can make a request/ call to service provider to pick up mails during anytime of the day from Mondays to Saturdays. * Mailing will be delivered by either of the following mode that would follow per attached corresponding rates: a. <i>Ordinary Mail</i> b. <i>Express Mail</i> c. <i>Registered Mail</i> * Service Provider must have a post office in island municipalities in Cebu and Bohol that will cater the mailing of documents and will be charged to DSWD FO VII * Bill DSWD FO VII every end of the month. * Payment will be within 30 working days upon receipt of billing statement. * The Contract 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 contract will still end or stop. * Aside from determining the service provider's compliance to technical capability, financial, compliance shall also be determined through the average price of the mailing parcels and coverage as basis for the Lowest Calculated and Responsive Quotation.				
Approved Budget for the Contract: Php 50,000.00							
Charge to: SFP							
End User: Supplementary Feeding Program (SFP)							
Purpose: For SFP Cycle 10 implementation							
Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.							

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

Signature of Supplier / Authorized Representative
 Over Printed Name

LEIF WAYNE YOUNG
 Canvasser