



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2021- 0394
 Date : March 23, 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 on or before **March 26, 2021** 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 rendered in every 7days for 3months from receipt and conformity of Purchase Orde
4. Place of Delivery: **VDRC, Tingub, Mandaue 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: _____


JOCELYN G. PADO
 Cashvasser

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

Annex A

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

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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	unit	<p>Provision of Sanitization and Disinfection Services</p> <p>Scoop of Work:</p> <ul style="list-style-type: none"> * must sanitize and disinfect all areas/ concerns by misting or residual spraying * perform inspection in the warehouse and provide recommendations * must perform treatment in every 7 days for 3 months * must submit periodic reports indicating findings and recommendations <p>Chemicals:</p> <ul style="list-style-type: none"> * all chemicals to be used must 100% organic, multi-purpose solution that deodorizes, disinfects and removes grease from all types of surfaces * must be effective against disease-causing bacteria * must be colorless, odorless, non-corrosive and non-toxic * preferably any of the 2 of the following: <ol style="list-style-type: none"> 1. Solve (Botanical Extract) 2. Bestaquam (Didecyl dimethyl ammonium bromide) 3. Mediclean (Isopropyl Alcohol) 4. Viralyde (Glutaraldehyde, quaternary ammonium salt) <p>Area: 5,082.50 square meters</p> <p>Location: Warehouse/area as advised by VDRC</p>				
Approved Budget for the Contract: Php 75,000.00							
End User: Visayas Disaster Resource Center (VDRC)							
Purpose : Sanitization and Disinfection of the VDRC Warehouse and office to maintain sanitation							
<p><i>Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.</i></p> <p><i>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</i></p>							

Signature of Supplier / Authorized Representative
 Over Printed Name

JOCELYN G. PADAO
 Canvasser