



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

RFQ No. : DSWD7-2021- 0742-A  
 Date : July 2, 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; **233-0261**; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **July 6 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 delivered within 30 days calendar from receipt and conformity of P.O .
4. Place of Delivery: DSWD Field Office VII, Brgy. Carreta, 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**  
 Convasser

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

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



Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
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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
			Professional Services for the Preparation of Technical Plans, Designs and Estimates for the following proposed projects:  1) Proposed Repair and Improvement of DSWD FO7 Operation Center 2) Proposed Isolation Facility				
			<i>Specifications:</i>				
			a. Preparation of plans, designs/specifications and estimates in accordance with the applicable laws including professional fees for signing and sealing of technical plans and all documents related permit requirements				
			b. Bill of Materials, Program of Work, Construction Schedules and other computations needed				
			c. 20" x 30" Plans in blue print (10 sets) with one (1) original on tracing paper (signed and sealed)				
			d. Provide soft copies of plans in PDF & CAD format and detailed estimates on excel format				
			e. Must coordinate with the procuring entity or its authorized technical representative for details and other related documents				
			f. Must be willing to take any revision and to countersign appropriately to fit the requirements or standards				
			g. Must be completed within 30 calendar days upon receipt and conformity of Purchase Order (PO)				
			h. With free consultation during implementation when need arises				
Approved Budget for the Contract: <b>Php 260,000.00</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>ADMIN</b>							
Purpose : Pre-engineering requirement for the proposed construction of DSWD FO7 Operation Center at Carreta, Cebu City and proposed isolation Facility.							

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

**LEIF WAYNE YOUNG**  
 Cavasser

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 Signature of supplier/Authorized Representative over printed name