



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

RFQ No. : DSWD7-2021- 0791 A  
Date : July 06 ,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 12, 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 within 30 days of calendar from receipt and conformity of Purchase Order .
- Place of Delivery: DSWD Field Office VII, Brgy. Carreta, 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: \_\_\_\_\_

  
**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**  
**Field Office VII, Cebu City**

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact 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	148	pc	<b>Advocacy Polo-Shirt</b>				
			<b>Specification:</b> Color: Pastel Pink for the body and sleeves; Darker shade of Pink for the collar and cuff Cloth: Good quality knitted cotton/cotton fabric Fit: Unisex Sizes: Extra Small - 3 Small - 40 Medium - 52 Large - 40 X large - 10 XX Large - 3  Others: Front: with collar, with 3 white buttons, and embroidered DSWD Logo (left side) Back: with embroidered IACAT 7, IACACP and ACP-VAWC Logos; with color Punch Pink "IACAT 7-ACP-VAWC" text (printed) ; with embroidered DSWD FO7 insignia (upper-center)  Note: * Supplier must submit sample finish product within 5 days upon receipt of PO before bulk production * Date of event: within the month of October 2021.				
Approved Budget for the Contract: <b>Php 51,800.00</b>				<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.</b>			
End User: <b>ORD/ LED-IAC</b>							
Purpose : For the participants of the TIP-OSAEC-VAWC Summit							

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

**LEIF WAYNE P. YOUNG**  
 Convasser

\_\_\_\_\_  
 Signature of supplier/Authorized  
 Representative over printed name



