



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2023-1415
 Date : October 5, 2023

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 service providers are required to submit true copies of their valid Mayor's/Business Permit and Philgeps Registration Number upon submission of quotation. An omnibus Sworn Statement shall be required prior to award.

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 17126 or **kalahiaf7.procurement23@gmail.com** on or before **October 12, 2023 at 4:00 PM.**

Very truly yours,

ENGR. EMMANUEL M. EDLES
 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 on the specific date in Annex A .
4. Place of Delivery: DSWD FO VII
5. Terms of Payment: within 30 calendar days from the completion of services and 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: _____

EDLYN S. CANGQUE
 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

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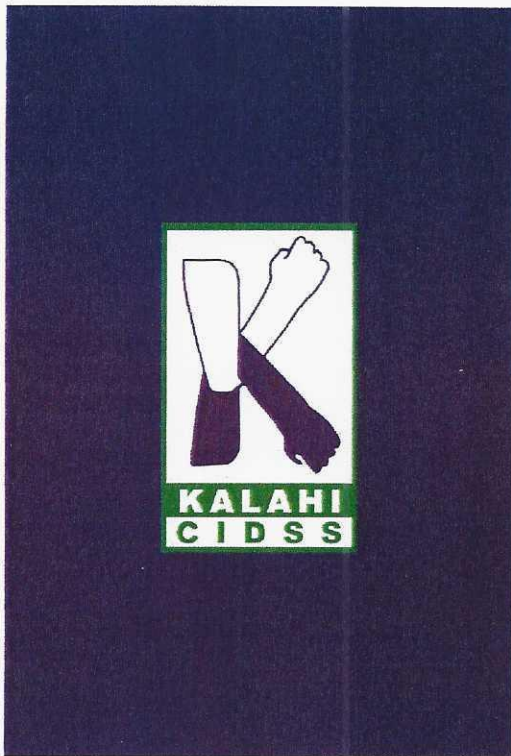
Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
			ADVOCACY MATERIALS					
1	800	piece	ADVOCACY NOTEBOOK Specifications: -Finished Size: 5.5" (w) x 8.1" (h) notebook -C2S #140 lbs (cover) -Book paper #70 gsm (inside and flyleaf) -Book paper #70 gsm (divider) -Full Color -No. of pages: 75 including front and back cover; -Some pages will be dedicated to promotion on DSWD like photos and infographics -Matte Lamination (one-side cover spread), perfect binding -Offset printing -With layouts and close coordination with the Social Marketing Unit Target Date of Delivery: November 2023					
			Note: - Please see attached sample designs - Supplier must submit sample finish product within 5 days upon receipt of approved PO before mass production					
			Delivery Term: Within 30 days upon receipt of the approved sample from the end user					
Total:								
Approved Budget for the Contract: Php100,000.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.				
Purpose:	For distribution during important events of Kalahi0CIDSS and PAMANA programs							

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

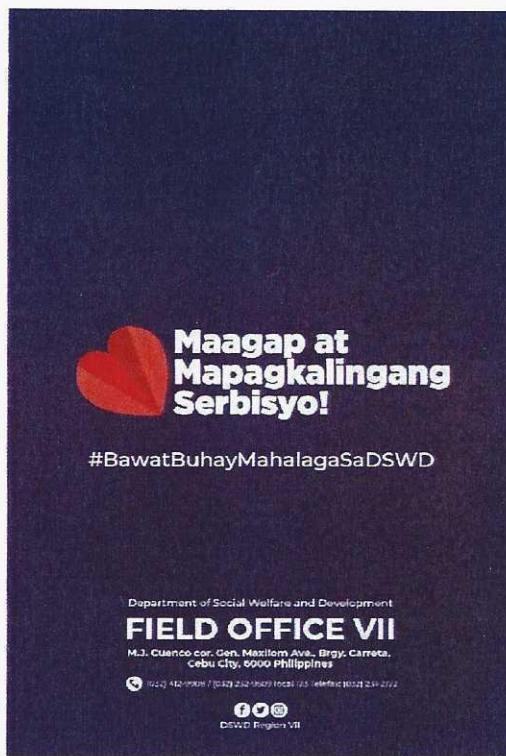
Signature of supplier/Authorized
Representative over printed name


EDLYN S. CANGQUE
Canvasser

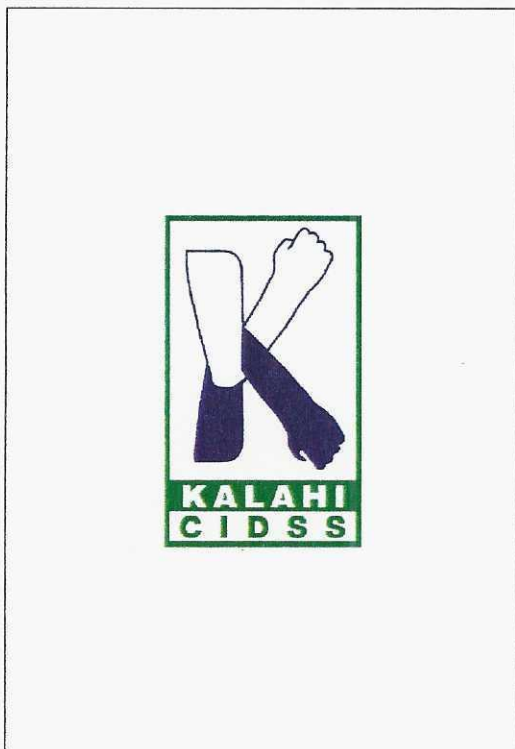
Advocacy Notebook



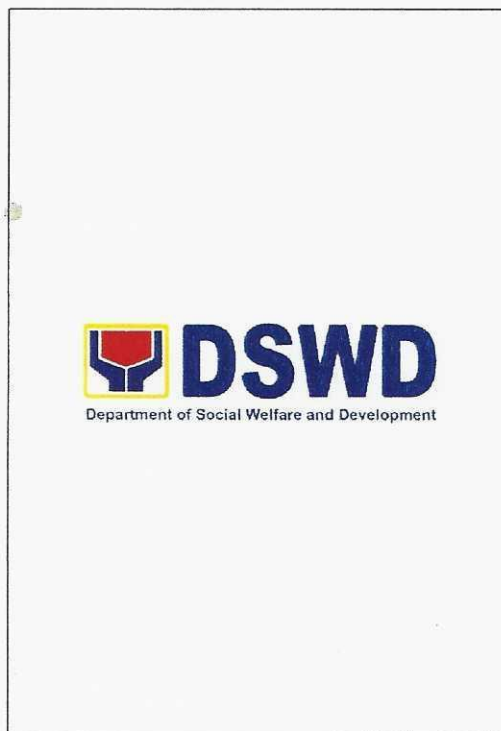
Front Hard Cover



Back Hard Cover

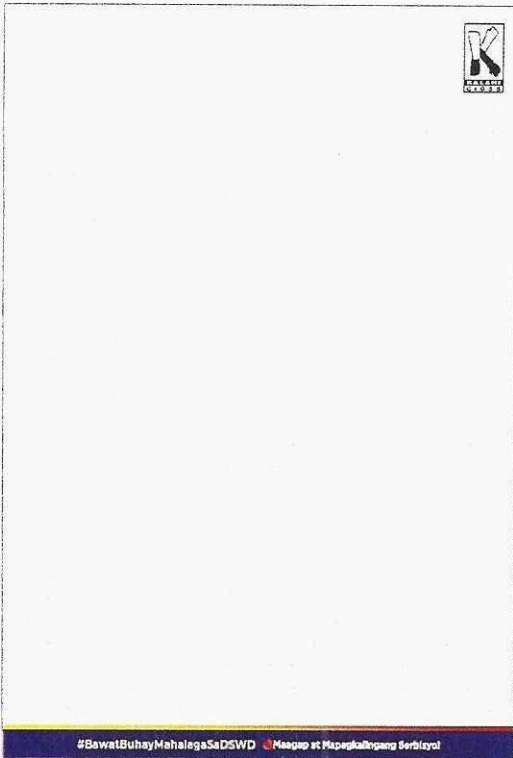


Front Soft Cover



Back Soft Cover

A small, handwritten mark or signature in the bottom right corner of the page.



Inside Sheets

What is the
Community-Driven Development?

It gives the community the right to participate in community activities from identification of community needs, planning, budgeting, and management of their resources to achieve their desired development.

It operates under the principles of

- ✓ Participatory
- ✓ Accountability
- ✓ Inclusive Development
- ✓ Sustainability
- ✓ Transparency

Nibarog kining proyekto dinhi sa Alcoy tungod sa KALAHANG-CIDSS pinaagi sa tunay nga pagtabang sa programa ngadto sa katawhan. Apan labaw sa tanan, gihatagan kami og turno nga makakupot og mikropono aron mapahibaw kung unsa ang mga panginahanglanon dinhi sa among komunidad.

JOSETTE A. TORREON
 Project Implementation Team (PIT) Head
 Brgy. Atobuy, Alcoy, Cebu

#BawatBuhayMahalagaSaDSWD Maagap at Mapagkallangang Serbisyo!

Sample Promotional Inserts