



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2023-1614
 Date : December 12, 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 kalahia7.procurement23@gmail.com on or before **December 18, 2023 at 9:00 AM.**

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 Field Office VII, Cebu City**
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)



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Contact No.: _____

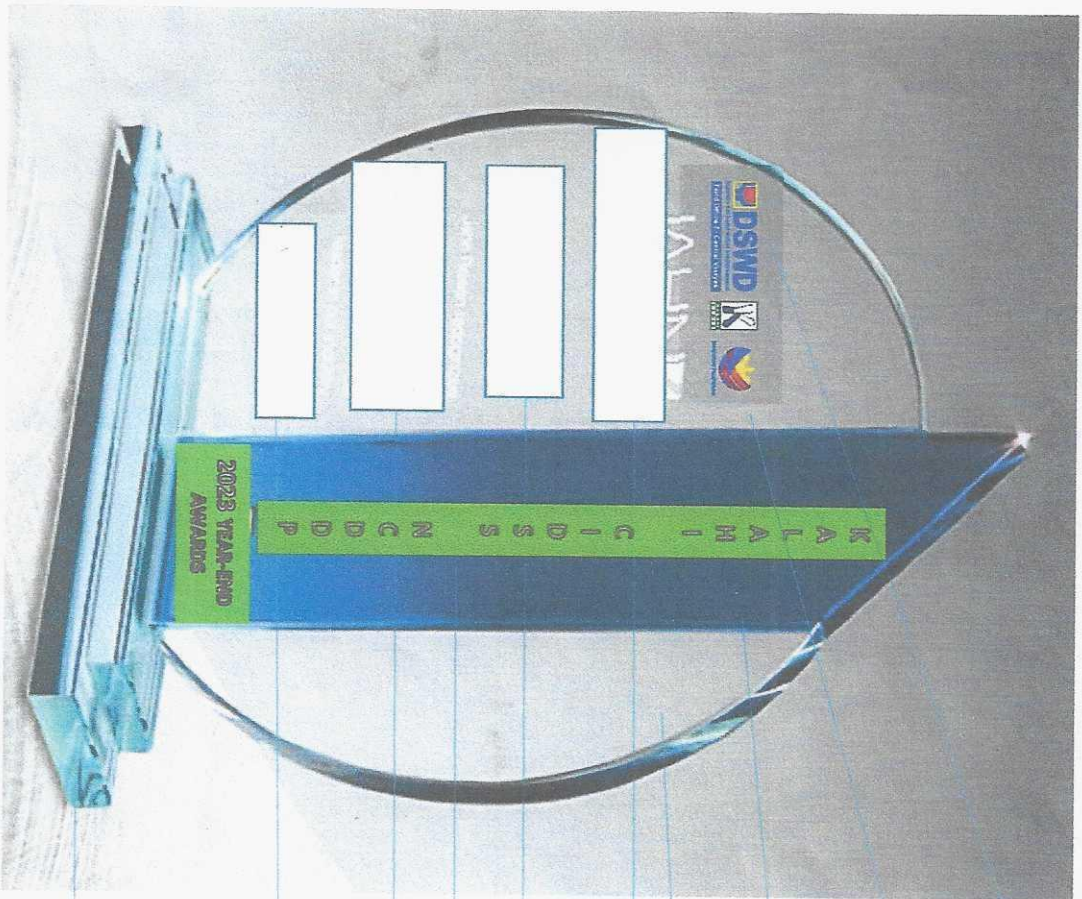
PhilGEPS Registration No.: _____

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
1	91	piece	Provision of Customized Plaques					
			Title of Activity: Implementation of the Kumustahan Date: December 19, 2023 Venue: within Metro Cebu Details/Specifications: * Use of acrylic materials * Printed words in sticker with full color as per design * Height: 8 inches including base * Base and body: 7 inches Please see attached sample design Note: to be delivered at most 1 day before the activity conduct					
Total:								
Approved Budget for the Contract: Php136,500.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.				
Fund Source:	KC-PMNP							

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


EDLYN S. CANGQUE
 Canvasser

 Signature of supplier/Authorized Representative over printed name



Handwritten signature

DSWD LOGO

KC-NCDDP LOGO

Background COLOR IS GREEN and font is black

SAME TRANSPARENT

NAME OF AWARD

NAME OF AWARDEE

AWARD CITATIONS

LETTERS OCCUPY/FIT THE RECTANGULAR FRAME

RD's Name and Signature

- Other specifications:
- *Base is made of Glass 1 inch height
 - *Body is made of acrylic 9 inches body height
 - *7 inches plaque width
 - *Font style Californian FB