



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

RFQ No. : DSWD7-2024-0758  
 Date : May 30, 2024

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 **June 5, 2024 at 1:00 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 scheduled date of the activity.**
4. Place of Delivery: **DSWD FO 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	300	set	<p><b>Provision of Customized Conference Kit</b></p> <p><b>Title of Activity:</b> Orientation / Training on KALAHÍ-CIDSS Program Implementation Process (Omnibus Guidelines) Under KKB CDD 2024 Budget</p> <p><b>Date:</b> November 13-15, 2024</p> <p><b>Venue:</b> within Metro Cebu</p> <p><b>Details:</b></p> <p>Provision of customized conference kit with the following items:</p> <ul style="list-style-type: none"> <li>* Customized Ballpen</li> <li>* Customized canvass cloth Tote bag (1.5 Legal size)</li> <li>* Customized 80 leaves Notebook</li> </ul> <p><i>Please see attached design</i></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>* Must be delivered 5 days before the activity</li> <li>* Supplier must submit sample finish product within 3 days upon receipt of approved PO before mass production.</li> </ul> <p><i>Charge to: Kalahi-CIDSS KKB</i></p>					
<b>Total:</b>								
Approved Budget for the Contract: <b>Php90,000.00</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.				
Purpose:	Provision of Customized Conference Kit for the Orientation /Training on KALAHÍ-CIDSS Program Implementation Process (Omnibus Guidelines) Under KKB CDD 2024 Budget							

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



on 2/10

Customized legal size Tote bag  
with sublimation prints

Provision of customized conference kit with the following items:

- \*Customized Ballpen
- \*Customized canvass cloth Tote bag (1.5 Legal size)
- \*Customized 80 leaves Notebook

**Note:**

- \*Must be delivered 5 days before the activity
- \*Supplier must submit sample finish product within 3 days upon receipt of approved PO before mass production.