



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2024-0760 ✓  
Date : May 30, 2024

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

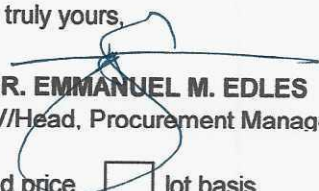
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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:**

- 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 **on the scheduled date of the activity.**
- Place of Delivery: **DSWD FO VII, Cebu City**
- Terms of Payment: **within 30 calendar days from the completion of services and 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: \_\_\_\_\_

  
**EDLYN S. CANGQUE**  
Cavasser

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

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



Company Name: \_\_\_\_\_

RFQ No.: DSWD7-2024-0760 ✓

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Date: May 30, 2024

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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	100	piece	<p><b>Provision of Customized Plaques</b></p> <p><b>Name of Activity: Orientation / Training on KALAHI-CIDSS Program Implementation Process (Omnibus Guidelines) Under KKB CDD 2024 Budget</b></p> <p>Date: November 13-15, 2024 ✓</p> <p>Venue: within Metro Cebu</p> <p><b>Details/Specifications:</b></p> <ul style="list-style-type: none"> <li>* Use of acrylic materials</li> <li>* Printed words in sticker with full color as per design</li> <li>* Height: 10 inches including base</li> <li>* Base and body width: 8 inches</li> </ul> <p><i>Please see attached customized design</i></p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>* Must be delivered 2 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>Php150,000.00</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:		<b>Provision of Customized Plaque</b>						

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





DSWD LOGO

KC-NCDDP LOGO

Background COLOR IS GREEN and font is black

SAME TRANSPARENT

NAME OF AWARD

NAME OF AWARDEE

AWARD CITATIONS

RD's Name and Signature

LETTERS OCCUPY/FIT THE RECTANGULAR FRAME

Other specifications:

\*Base is made of Glass 1 inch height

\*Body is made of acrylic 10 inches body height

\*8 inches plaque width

\*Font style Californian FB

*Handwritten signature*