



REQUEST FOR QUOTATION
NP- SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2024-0808
 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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Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
			<p>Provision of Customized Conference Kit and Advocacy Shirt</p> <p>Title of Activity: Convergence Meeting (PAMANA Stakeholders)</p> <p>Date: June 21, 2024 and September 7, 2024</p> <p>Venue: within Negros Oriental</p>					
1	210	set	<p>Details:</p> <p>Provision of customized conference kit with the following items:</p> <ul style="list-style-type: none"> * Customized Ballpen * Customized canvass cloth Tote bag (1.5 Legal size) * Customized 80 leaves Notebook <p><i>Please see attached design</i></p>					
2	210	piece	<p>Provision of customized advocacy shirt with full sublimation print</p> <p><i>Please see attached design</i></p>					
			<p>Note:</p> <ul style="list-style-type: none"> * Supplier must submit sample finish product within 3 days upon receipt of approved PO before mass production. * To be delivered at the KALAHI-CIDSS Regional Office <p><i>Charge to: Kalahi-CIDSS KKB</i></p>					
Total:								
Approved Budget for the Contract: Php105,000.00				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:	Provision of Advocacy Shirt and Customized Conference Kit for Convergence Meeting (PAMANA Stakeholders)							

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

SHIRT DESIGN



Signature

LOGOS USED:

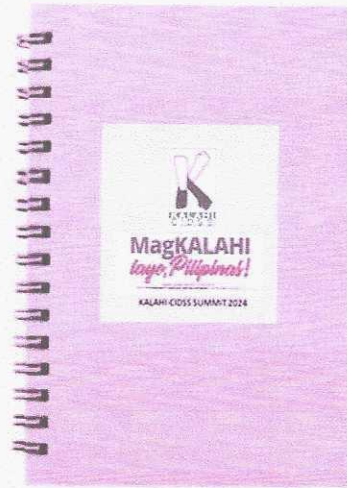


Department of Social Welfare and Development

Field Office 7 - Central Visayas



BAGONG PILIPINAS



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.