



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

RFQ No. : DSWD7-2024-1008  
 Date : July 18, 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](mailto:kalahiaf7.procurement23@gmail.com) on or before **July 23, 2024 at 3:00 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 specific date in Annex A.
- Place of Delivery: DSWD Field Office 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**  
 Canvasser

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

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



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

RFQ No.: DSWD7-2024-1008

Company Address: \_\_\_\_\_

Date: July 18, 2024

Contact Person: \_\_\_\_\_

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	200	piece	<p><b>Purchase of Advocacy Shirts for Tutors and Youth Development Workers</b></p> <p><b>Specifications:</b></p> <p>* Shirt w/ collar and logo design with text at the chest (full color print), and back (white color print)</p> <p>* <b>Fabric Materials:</b> Cotton</p> <p>* <b>Color:</b> Red</p> <p>* <b>Logos:</b> DSWD, DepED, Bagong Pilipinas, and Tara Basa Program (please see attachment)</p> <p><b>Sizes:</b></p> <p>Unisex Polo Shirt Sizes:</p> <ul style="list-style-type: none"> <li>- Extra small - 20 pcs</li> <li>- Small - 40 pcs</li> <li>- Medium - 100 pcs</li> <li>- Large - 20 pcs</li> <li>- XLarge - 15 pcs</li> <li>- XXL - 5pcs</li> </ul> <p>Design: Please see attached design</p> <p>Delivery Site: Department of Social Welfare and Development /Corner MJ Cuenco and Gen. Maxilom Avenues, Barangay Carreta , Cebu City, Philippines</p> <p>Contact Person: Kristine Mae P. Repaso (09953939314)</p> <p><i>CHARGED KALAHI-CIDSS - KKB Current Appropriation</i></p>					
<b>Total:</b>								
Approved Budget for the Contract: <b>Php70,000.00</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:	For the Youth Development Workers, Tara, Basa staff and Partners of Tara, Basa Tutoring Program.							

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

