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

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

RFQ No. : **DSWD7-2025-1219**
Date : **August 11, 2025**

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** in accordance with Implementing Rules and Regulations of Republic Act 12009. Failure to indicate required information/s 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 supplier/s or service provider/s is/are required to submit true copies of **valid Business/Mayor's Permit** and **Philgeps Registration Number** upon submission of the quotation/s. An **Omnibus Sworn Statement** is 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) 887-9720; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **August 15, 2025 at 5:00PM.**

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 **within 30 calendar days after the receipt and conformity of Purchase Order.**
4. Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay**
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: _____

CHARL ALBERT J. TORREFIEL
Canvasser

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

_____
(Signature over Printed Name of Supplier / Service Provider / Authorized Representative)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

Company Name _____
Company Address _____
Contact Person _____
Contact No. _____
PhilGEPS Registration No.: _____
Tin Number: _____

RFQ No.: DSWD7-2025-1219
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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply"	Bidder's Specifications	Unit Cost	Total Cost
			Supply and Delivery of Advocacy Materials Advocacy Materials for DSWD-7				
1	255	pieces	**Advocacy Tote Bag** ***Specifications*** *Material: Canvass *Body size: width- 12 inches, height 14 inches *Handle size: W 1.5 inches. H 10 inches *Bottom: 4 inches				
2	250	pieces	**Wide Brim Hat** ***Specifications*** *Brim width: 3.5in/8cm *Top width diameter:6.3in/16cm *Hat height: 3.5in/8cm *Hat Circumference: 22.8in/58in *Color: Stone *Printed DSWD Logo				
3	150	pieces	**Umbrella** ***Specifications*** *Diameter: 40 inches *Height : 36 inches TRI-FOLD. FOLDABLE AUTOMATIC ANTI-UV SUNSCREEN UMBRELLA Fiber frame, with stainless steel material. *Color: Navy Blue **Note:** All design and/or layout will be provided by the Social Marketing Unit. Supplier must provide mock-up copy for approval prior to mass production. Must be delivered 30 days after approval of mock-up copy.				
Total:							

Approved Budget for the Contract: **Php 243,800.00**
End User: **SMU**
PURPOSE : Information, Education and Communication (IEC) materials

"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated or may state brand, model and country of origin of item offered, **if applicable.**

CHARL ALBERT J. TORREFIEL
Canvasser

_____
Signature of Supplier / Authorized Representative Over Printed Name

2.54 cm

2.54 cm
DSWD

DSWD

DSWD

DSWD
Department of Social Welfare and Development

FRONT

DSWD
Department of Social Welfare and Development
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for legit news and information.
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#BawatBuhayMahalagaSaDSWD

BACK