



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

REQUEST FOR QUOTATION
NP - Community Participation

RFQ No. : **DSWD7-2025-0596**

Date : **May 21, 2025**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact 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.

Please accomplish and submit this **form** together with **Annex A, Annex B with the eligibility requirements/documents** 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 **May 26, 2025 at 5:00PM.**

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 **as need arises or in accordance to provided schedule of delivery.**
- Place of Delivery: **Home for Girls, Camomot Franza Rd., Brgy Labangon, Cebu City**
- Terms of Payment: **within 45 calendar days from the 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: _____

CHARL ALBERT J. TORREFIEL

Canvasser

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

Signature of Supplier/Authorized Representative
over Printed Name

NOTE: Authorized Representative must be supported with a Secretary's Certificate.

DSWD7-2025-0596



Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 TIN: _____

RFQ No.: DSWD7-2025-0596

Date: May 21, 2025

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
Supply and Delivery of Grocery Items							
Home for Girls, Camomot Franza Rd., Brgy Labangon, Cebu City							
1	300	pack	Conditioner, hair, reborn, damage control, 350 ml/bottle				
2	40	bottle	Disinfectant, Bleaching, Liquid, in gallon				
3	20	gallon	Disinfectant, Bleaching, Liquid, for coloured fabrics, in gallon, at least 3.6 liters				
4	40	gallon	Lotion, Body, Moisturizing, at least 400ml per bottle				
5	30	pack	Muriatic Acid, pure gallon				
6	40	bottle	Scrubbing Pad, scrub sponge, heavy duty, at least 1 x 3 x 4 inches, individually wrapped				
7	300	piece	Soap, Bath, Germicidal/Moisturizer, reg. 135grams				
8	350	case	Soap, Laundry, Powder, 1 kg/pack, scented				
9	150	bottle	Soap, Liquid, Antibacterial, Dishwashing, at least 800ml, known brand				
10	60	piece	Toilet Deodorizer, refill only, 100 grams, individually packed				
11	60	roll	Toilet Tissue Paper, Jumbo roll, 2-3 ply, 100% virgin white paper, good quality, absorbent, durable, individually packed				
12	10	roll	Bag, Plastic Bag, sando, Large, 100 pieces/pack				
13	20	pack	Trash Bag, XXL, 10 pcs/pack				
TOTAL							
			Requirements:				
			>Delivery will be as need arises or in accordance to provided schedule of delivery.				
Approved Budget for the Contract: Php 227,320.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:	Home for Girls						
PURPOSE :				For Home for Girls consumption for 2nd Semester CY 2025.			

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.


CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier/Authorized
 Representative over Printed Name

NOTE: Authorized Representative must be supported with a Secretary's Certificate.

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

RFQ No.: DSWD7-2025-0596Date: May 21, 2025

CBO/Supplier's Name : _____

Address : _____

Contact Person : _____

Contact No. : _____

CHECKLIST OF ELIGIBILITY REQUIREMENTS

as provided in Annex "A" of the GPPB Resolution No. 18-2021 dated 22 October 2021
(Organized CBOs)

No.	Type of Document	Remarks/Pls. Specify the type of document
LEGAL REQUIREMENTS		
1	Certificate of Registration from DTI, SEC, CDA, DA, DOLE, NCIP, or in the case of Civil Society Organizations (CSG), Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSG, registration from National Government Agency (NGA) or Local Government Unit (LGU)	
2	A sworn affidavit (Appendix "1") , pls. see attached template, executed by the head or its authorized representative that affirms that: 2.1 <i>none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and / or approve the proposal, contract, and release of funds; and</i> 2.2 <i>none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.</i>	
TECHNICAL REQUIREMENT		
3	Statement of all its completed contracts similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods. (Please see attached Annex "2") The End-user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.	
FINANCIAL REQUIREMENTS		
4	Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.	
5	Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return	
6	Updated Audited Financial Statement (AFS) , which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.	

Signature of Supplier / Authorized Representative Over Printed Name