



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

**REQUEST FOR QUOTATION  
 SHOPPING**

RFQ No. : DSWD7-2024-1073  
 Date : August 12, 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 & Philgeps Registration Number** upon submission of quotation.


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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **August 16, 2024 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 days calendar from receipt and conformity of P.O.**
4. Place of Delivery: **RRCY, Brgy. Candabong Binlod, Argao, Cebu**
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 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: \_\_\_\_\_

  
**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. DSWD7-2024-1073

Date: August 12, 2024

| Item No.   | Quantity | Unit of Measure | Articles / Descriptions  | Statement of Compliance (State "Comply" or "Not Comply")  | Bidder's Specifications | Unit Cost | Total Cost |
|--|----------|-----------------|--|---|-------------------------|-----------|------------|
| <b>Supply and Delivery of Grocery Items</b>                            |          |                 |  |   |                         |           |            |
| 1  | 1,500    | piece           | Bath soap- germicidal, regular, 135g                           |   |                         |           |            |
| 2  | 10       | gallon          | Bleaching liquid, disinfectant various scent                   |   |                         |           |            |
| 3  | 75       | piece           | Broom- soft, tambo   |   |                         |           |            |
| 4  | 100      | piece           | Broom- stick, tingting, 760 mm min.                            |   |                         |           |            |
| 5  | 200      | bottle          | Cleaner- toilet bowl and urinal, 1000 ml/bottle                |   |                         |           |            |
| 6  | 50       | piece           | Dust pan- plastic, detachable handle, long handle at least 33" |   |                         |           |            |
| 7  | 25       | pack            | Scouring pads- 5 pcs/pack, 150mm x 200mm, heavy duty           |   |                         |           |            |
| 8  | 30       | cans            | Disinfectant spray- 400g/can, aerosol type                     |   |                         |           |            |
| 9  | 40       | piece           | Mop handle- aluminum, standard, side lock                      |   |                         |           |            |
| 10   | 150      | piece           | Mop head- cotton, No. 400                                      |   |                         |           |            |
| 11   | 150      | tube            | Tooth paste- at least 250ml/tube                               |   |                         |           |            |
| 12   | 150      | bottle          | Soap, liquid, antibacterial, dishwashing, at least 800 ml      |   |                         |           |            |
| 13   | 150      | bottle          | Shampoo- with conditioner, 170-180 ml                          |   |                         |           |            |
| 14   | 1,500    | sachet          | Deodorant lotion, for male, 3 ml/sachet                        |   |                         |           |            |
| <b>Approved Budget for the Contract: Php 329,125.00</b>                |          |                 |  | Note:<br>"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. |                         |           |            |
| End User: <b>PSD-RRCY</b>  |          |                 |  |   |                         |           |            |
| <b>PURPOSE :</b> For RRCY residents' use for the 2nd Semester of 2024. |          |                 |  |   |                         |           |            |

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

(page 2 of 2)