



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. : DSWD7-2025-0251  
 Date : March 13, 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. 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 supplier/s are required to submit true copies of their **valid Mayor's Permit and Philgeps Registration Number** upon submission of quotation/s.


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; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **March 18, 2025 at 05:00PM**.

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 **within 30 days calendar from receipt and conformity of Purchase Order**.
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement**.
- 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 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. DSWD7-2025-0251

Date: March 13, 2025

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 Desktop</b>							
1	6	unit	1. Processor: a. CPU Architecture Technology: Processor model should at least be the latest release b. Speed Frequency: 3.5 GHz, up to 4.7 GHz c. Cores: 16 Cores d. Cache: 24 MB Cache 2. Operating System: a. Type: Latest Stable Proprietary OS 64-bit b. Version: Professional version (Must have the capability to join Active Directory) c. Software provider's Certificate of Authenticity (COA) 3. Office Productivity Software: a. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual b. Version: Business, Inclusive of Word Processor, Spreadsheet, Presentation & Email for offline use c. Software provider's Certificate of Authenticity (COA) 4. Memory: a. Capacity: ≥ 16 Gb DDR4 b. Speed: DDR4-3200mhz 5. Keyboard: Std English (same brand as PC) 6. Pointing Devices/Mouse: a. Type: Standard Optical Mouse (same brand as PC) 7. Graphics Controller: Integrated 8. I/O Ports: All ports should be INTEGRATED/BUILT-IN (no conversions/extensions/adapters) a. ≥ 4 x USB 3.0 port, either front or back b. 1 x Microphone, Headset combo jack c. 1 x RJ-45 LAN port d. 1 x DisplayPort and 1 x HDMI 9. Display: > 23.8" LED Technology with Displayport and HDMI 10. Hard Drive: ≥ 512gb M.2, ≥ 1 TB HDD 11. Sound Controller: Integrated/built-in High Definition Audio system				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>12. Battery/UPS: a. ≥ 650 watts with AVR</p> <p>13. Power Supply: a. Manufacturer Standard Power Supply</p> <p>14. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension) a. Wireless - Dual Band Wireless - 802.11 ac/a/b/g/n; b. Ethernet - Integrated 10/100/1000 Base-TX</p> <p>15. Warranty &amp; SLA: a. Three (3) years Hardware Warranty b. One (1) year on Mouse, Keyboard, UPS c. &lt; 4 hours' response time for issues reported (thru Help Desk)</p> <p>16. To protect DSWD from unreliable and unproven products the following is required: a. Proposed brand should be ISO 9000 certified or better b. Proposed brand should be Energy Star Compliant or equivalent c. Proposed brand should have an existing technical web support system where the brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support d. Proposed brand must be capable of supporting Nationwide deployment and with at least 1 or more accredited Service Centers in Luzon, Visayas and Mindanao e. Proposed brand is an International Brand Name, which means that the brand is known and marketed globally and has an international presence (physical stores, centers, or satellite offices) in at least 5 countries. Further, the brand should be sold and marketed continuously in the Philippines for the last ten (10) years</p>				
<b>TOTAL</b>							
Approved Budget for the Contract: <b>Php 299,400.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>SOCPEN</b>							
PURPOSE : For Social Pension Program use.							

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