



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. : DSWD7-2025-0418  
 Date : April 2, 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 **April 7, 2025 at 05:00PM**.

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 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 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)



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Field Office VII, Cebu City

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 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
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 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No DSWD7-2025-0418  
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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
			<b>Supply and Delivery of Laptop Computer</b>				
1	8	unit	<p><b>LAPTOP COMPUTER</b></p> <ul style="list-style-type: none"> <li>• Processor: Frequency: atleast 3.30 GHz to 4.40GHz maximum boost technology Cores: atleast 8 Cores in total Threads: atleast 12 Threads in total Cache: atleast 12 MB</li> <li>• Operating System: Type: Latest Stable Proprietary OS 64-bit Version: Professional version (Capability to join Active Directory)</li> <li>• Office Productivity Software: Version: Standard, Inclusive of Word Processor, Spreadsheet and Presentation</li> <li>• Memory: Capacity: atleast 8Gb DDR4</li> <li>• Input Devices: Input Type: Touchpad with multi-gesture and scrolling function Inclusion: Standard Optical Mouse USB (mouse should be the same brand of the laptop being offered)</li> <li>• Graphics Controller: Integrated UHD graphics</li> <li>• I/O Ports: 2 x USB 3.2 Type A port 1 x USB 3.2 Type C port 1 x HDMI</li> <li>• Display: atleast 15.6" inches LED/LCD Display with built-in webcam</li> <li>• Storage: atleast 512GB NVMe SSD</li> <li>• Card Reader: microsd card</li> <li>• Carrying Case: Laptop Bag (Same brand as the offered)</li> <li>• Communication: Wireless LAN: 802.11 ac/a/b/g/n/ac/ax Bluetooth: atleast Version 5.1</li> </ul>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<ul style="list-style-type: none"> <li>• Battery: atleast 11 hours' runtime, Lithium Ion</li> <li>• Audio: Optimized bass response, microspeaker distortion prevention, microphone noise reduction</li> <li>• Warranty &amp; SLA: One (1) year Hardware Warranty One (1) year on Mouse</li> </ul> <p>To protect DSWD from unreliable and unproven products the following is required:</p> <p>a. Offered brand of the laptop computers must be present and available in the Philippine market in the last ten (10) years. And is marketed globally and have an international presence (physical stores, centers or offices) in atleast 5 countries.</p> <p>b. Offered laptop models should be available in the Market and should not be custome-made or made to order just to comply with the required specifications.</p>				
<b>TOTAL</b>							
Approved Budget for the Contract: <b>Php 399,200.00</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

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