



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. : DSWD7-2025-0924  
Date : June 17, 2025

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

### Sir/Madam:

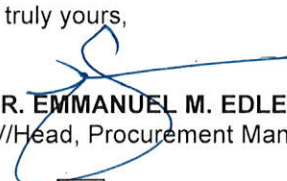
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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.

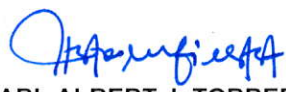
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph) on or before **June 23, 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. DSWD7-2025-0924

Date: June 17, 2025

| Item No. | Quantity | Unit of Measure | Articles / Descriptions   | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|----------|----------|-----------------|---|--|-------------------------|-----------|------------|
| 1        | 2        | unit            | <b>Supply and Delivery of Laptop Computer</b><br><br><b>LAPTOP COMPUTER</b><br><br><ul style="list-style-type: none"> <li>• Processor: Intel Core i5-1334U - A 10-core, 12-thread processor from Intel's 13th generation, offering excellent performance for everyday tasks and light multitasking.</li> <li>RAM: 8GB DDR4 + 8GB DDR4 (Total 16GB) - Dual-channel memory, providing a total of 16GB RAM for smoother multitasking, faster performance, and enhanced productivity.</li> <li>Cache: at least 12MB</li> <li>• Operating System: Windows 11 Home Version: Professional version (Capability to join Active Directory)</li> <li>• Office Productivity Software:<br/>Type: Latest Stable Proprietary OPS for Corporate Application Perpetual License<br/>Version: Standard, Inclusive of Word Processor, Spreadsheet, and Presentation</li> <li>• Memory:<br/>Capacity: at least 16Gb DDR4</li> <li>• Input Devices:<br/>Keyboard: Built-in with Backlight<br/>Input Type: Touchpad with multi-gesture and scrolling function<br/>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:<br/>2 x USB 3.2 Type A port<br/>1 x USB 3.2 Type C port<br/>1 x RJ-45 LAN port<br/>1 x HDMI</li> <li>• Display:<br/>atleast 15.6-inch Full HD - A 15.6-inch screen with Full HD resolution (1920x1080), with a built-in webcam</li> <li>• Storage: at least 512GB NVMe SSD</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>• Card Reader: microsd card</li> <li>• Carrying Case: Laptop Bag (Same brand as the offered)</li> <li>• Communication:<br/>Wireless LAN: 802.11 ac/a/b/g/n/ac/ax<br/>Bluetooth: at least Version 5.0<br/>Ethernet: Gigabit Ethernet</li> <li>• Battery: at least 11 hours' runtime, Lithium Ion</li> <li>• Audio: Optimized bass response, microspeaker distortion prevention, microphone noise reduction</li> <li>• Warranty &amp; SLA:<br/>Three (3) years Hardware Warranty<br/>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 99,800.00</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>HFG</b>                                   |          |                 |  |   |                         |           |            |
| PURPOSE : <b>FOR HFG STAFF USE</b>                     |          |                 |  |   |                         |           |            |

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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