



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. : DSWD7-2025-0836
Date : May 31, 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 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) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **June 04, 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 **within 30 calendar days 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.: DSWD7-2025-0836

Date: May 31, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply and Delivery of Janitorial Supplies				
1	272	can	AIR FRESHENER, Aerosol spray, various scent, 280ml/can				
2	20	can	AIR FRESHENER, car, wax, joli air scent				
3	60	gal	ALCOHOL, Ethyl, 70% solution, approx 3.7 liters				
4	50	piece	BAG, eco-bag, 10 x 12 inches, assorted light colors				
5	194	piece	BROOM, coconut stick leaf broom, "walis ting-ting"				
6	234	piece	BROOM, soft, baguio broom, "walis tambo"				
7	110	pack	DEODORANT CAKE, bathroom deodorizer, 99% paradichlorobenzene, 3pcs-50grams per pack				
8	95	bar	DETERGENT BAR, Laundry bar, scented, 4 cuts/bar				
9	220	pack	DETERGENT POWDER, Laundry powder all-purpose, various scents, 1-kilo/pack				
10	257	piece	DUST PAN, approx. 265mmL-pan x 241mmW-pan x 580mmH-handle, approx. 240 grams, known-brand over 30years existing in the market				
11	5	meter	GARDEN HOSE, 1/2 inch diameter, heavy-duty 3-layer braided				
12	10	set	GARDEN TOOL SET, hand-tool, heavy-duty (1pc-bolo, 1pc-trowel, 1pc-cultivator, 1pc-pruning shear)				
13	5	bottle	GLASS CLEANER, Liquid in spray bottle, premium grade, 500ml				
14	4	piece	GLASS CLEANER, Scraper Squeegee, glass wiper, stainless steel with rubber, 25cm				
15	20	box	GLOVES, disposable, nitrile exam gloves, powder-free, non-sterile, 100 pcs/box				
16	3	piece	GRASS SHEAR SCISSOR, heavy-duty, approx. 50cm				
17	330	bottle	LIQUID SOAP, dishwashing, at least 600ml				
18	60	bottle	LIQUID SOAP, hand soap, anti-bacterial, at least 1 liter				
19	5	gal	LIQUID SOAP, hand soap, anti-bacterial, at least 3.7 liters				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
20	142	bottle	LIQUID SOAP, hand soap, anti-bacterial, scented, at least 500ml				
21	10	pcs	MAT, Rubberized Floor Mat				
22	30	pc	MOP BUCKET, heavy-duty, hard plastic, 20 liters capacity, with squeezer, with heavy-duty wheels/caster				
23	5	piece	MOP, spin, magic mop, with spin basket				
24	123	bundle	RAG, all cotton, round, 32 pcs/kilo/bundle				
25	93	pack	SCOURING PAD, synthetic nylon, 140 x 210mm (±10mm), 5 pcs/pack				
26	862	pack	TISSUE PAPER, 2-ply sheet, 150 pulls, 12 rolls/pack				
27	2,830	roll	TISSUE PAPER, jumbo roll, 2-3 ply, 100% virgin white paper, good quality, absorbent, durable, individually-packed				
28	370	bottle	TOILET BOWL CLEANER, 900-1000ml				
29	145	pack	TRASH BAG, Large, 10 pcs/pack				
30	25	pack	TRASH BAG, Small, 10 pcs/pack				
31	485	pack	TRASH BAG, XXL, 10 pcs/pack				
32	31	roll	TWINE, plastic, 1 kilo/roll				
Total:							
Approved Budget for the Contract: Php 960,085.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: FO VII							
PURPOSE : For Office supplies on delivery of PAPs (Program, Activities and Projects)							

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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