



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. : **DSWD7-2023-1641**

Date : **December 22, 2023**

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 **December 27, 2023 at 1:00PM.**

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 Field Office VII, 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: \_\_\_\_\_

**Bonaparte D. Caseñas II**  
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. DSWD7-2023-1641

Date: December 22, 2023

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 Janitorial Supplies</b>				
1	300	roll	Jumbo Tissue, Toilet Tissue Paper, Jumbo Roll, 2-3 Ply, 100% Virgin White Paper, Good quality, Absorbent, Durable				
2	30	pack	Tissue Paper, interfolded paper towel, 175 pulls./pack				
3	20	gallon	Liquid Hand Soap, Premium Grade Anti-Bacterial Liquid Hand Soap, Hypoallergenic, Scented, 3,785 Liters				
4	19	gallon	Toilet Bowl Cleaner, Toilet Bowl Cleaner, Premium-Grade Liquid Toilet Cleaner for Water Closets, Urinals, Lavatories and Tiles, 1 Gallon				
5	20	can	Air Freshener, Spray type, assorted scents, 300ml				
6	10	kilo	Chlorine Bleach Powder, bleach granules, 1 kilo/pack				
7	80	roll	Trash Bag, gusseted type, plastic, black, 10pcs/roll, XL				
8	9	piece	Rubber Gloves, 24", utility type, long sleeved type, large, with patterned grip, heavy duty				
9	9	piece	Toilet Bowl Pump, (w/ handle, heavy duty plastic, nylon brush head)				
10	10	kilo	Detergent Powder, 1 kilo/pack, various scent				
11	2	gallon	Dishwashing Liquid, Premium, Concentratedm various scents				
12	8	piece	Toilet Bowl Brush, (w/ handle, heavy duty plastic, nylon brush head)				
13	8	piece	Feather Duster, with handle				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
14	15	piece	Car Air Freshener, joli air scent				
15	20	piece	MOP Head, made of rayon, 400g min.				
16	5	gallon	Declogger, Industrial grade, 3.785 liters				
17	20	piece	Micro Fiber Towel, multi-purpose cleaning towel, 400GSM				
Total:							
Approved Budget for the Contract: <b>Php 89,000.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>GSMS</b>							
PURPOSE : <b>Janitorial Supplies</b>							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative  
 Over Printed Name

(page 2 of 2)