



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2024-0361  
 Date : March 25, 2024

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, Philgeps Registration Number** upon submission of quotation/s. An omnibus **Sworn Statement** is required prior to award.

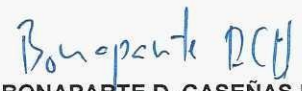
Please accomplish and submit this form together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **April 1, 2024 at 5:00PM**.

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
 AO X/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 P.O.
- Place of Delivery: Nicolas K. Solon Bldg., Door 10, Bantayan, Dumaguete City, Negros Oriental
- 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. DSWD7-2024-0361  
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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
1	1	lot	<b>Supply with Installation of Window Blinds</b>				
			<b>Window Blinds (Including Installation)</b>				
			AU-A-COMBI BASIC/ W-71:H-72; # of panel (2); 72sq. Feet (Door 1 - SLP, Pantawid, SFP, Kapatiran, SOC. Pen.)				
			AU-A-COMBI BASIC/ W-74:H-72; # of panel (1); 37sq. Feet (Door 1 - SLP, Pantawid, SFP, Kapatiran, SOC. Pen.)				
			AU-A-COMBI BASIC/ W-70:H-72; # of panel (2); 70sq. Feet (Door 1 - SLP, Pantawid, SFP, Kapatiran, SOC. Pen.)				
			AU-A-COMBI BASIC/ W-67:H-72; # of panel (1); 34sq. Feet (Door 1 - SLP, Pantawid, SFP, Kapatiran, SOC. Pen.)				
			AU-A-COMBI BASIC/ W-58:H-72; # of panel (3); 87sq. Feet (Door 1 - SLP, Pantawid, SFP, Kapatiran, SOC. Pen.)				
			AU-A-COMBI BASIC/ W-55:H-47; # of panel (2); 36sq. Feet (Admin Staff)				
			AU-A-COMBI BASIC/ W-59:H-72; # of panel (2); 60sq. Feet (SWAD Retained Staff)				
			AU-A-COMBI BASIC/ W-53:H-47; # of panel (2); 36sq. Feet (Conference Room)				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			AU-A-COMBI BASIC/ W-45:H-100; # of panel (2); 64sq. Feet (AICS Staff)				
			AU-A-COMBI BASIC/ W-44:H-100; # of panel (1); 31sq. Feet (AICS Staff)				
			AU-A-COMBI BASIC/ W-43:H-100; # of panel (1); 30sq. Feet (AICS Staff)				
Approved Budget for the Contract: <b>Php 93,576.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>SWAD Negros Oriental</b>							
PURPOSE :				To manage the amount of light that comes in to the office and to provide privacy as deemed necessary.			

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

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