



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. : DSWD7-2025-0051 ✓  
 Date : January 23, 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. 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) 887-9720; 233-0261; 231-2172 local 140 or 110 or e-mail to bac.fo7@dswd.gov.ph on or before **January 28, 2025 at 5:00PM.**

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 P.O.**
4. Place of Delivery: **Nicolas K. Solon Bldg., Door 10, Bantayan, Dumaguete City, Negros Oriental**
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)



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.: DSWD7-2025-0051

Date: January 23, 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	1	lot	<p><b>Sanitation and Disinfection Services</b></p> <p><b>Specifications:</b></p> <p>*SWAD Negros Office 1st and 2nd floor with area approximately three hundred forty seven square meters : ± 347 sq. m. ✓</p> <p>*Including 2 units DSWD vehicles ✓</p> <p>*Service Provider must be accredited by the Philippine Federation of Pest Management Operators Associations, Inc. (PFMOAI) ✓</p> <p>*Must sanitize and disinfect all areas/concerns of the compound/area/room by residual sparying and misting/fogging using ULV/Cold fogger machine to ensure inclusion of ambient air disinfection ✓</p> <p>*Perform inspections on strategies areas of structure and provide recommendations to facilitate speedy control ✓</p> <p>*Must perform treatment every week for a period of 4 months ✓</p> <p>*Must perform treatment in accordance with Center for Disease Control (CDC) ✓</p> <p><b>Chemical:</b></p> <p>*Recommend chemical is o-benzyl-p-chlorophenol (BCP) for disinfection and remove greases from all type of surfaces ✓</p> <p>*Chemicals that are preferrably fit for interior and exterior buildings/offices that can eliminate viruses and bacteria ✓</p> <p><b>Payment:</b></p> <p>*Payment may be made upon submission of billing after all services conducted ✓</p> <p><b>Location:</b></p> <p>*SWAD-Negros Oriental/ Vehicles ✓</p>				
Approved Budget for the Contract: <b>Php 156,000.00</b> ✓				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>SWAD NEGROS ORIENTAL</b>							
PURPOSE : Sanitation and Disinfection services for precautionary measures in response to Dengue fever outbreak							

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