



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. : DSWD7-2025-0097  
 Date : February 7, 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 **February 12, 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: **Home for Girls, Camomot Franza Rd., Brgy Labangon, Cebu City**
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: \_\_\_\_\_

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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	2,500	container	<p align="center"><b>Supply and Delivery of Purified Drinking Water</b></p> <p><b>Specifications and Other Conditions:</b></p> <ul style="list-style-type: none"> <li>• Purified Drinking Water (refill or content only)</li> <li>• 5 gallons per container</li> <li>• At least 16 stage purification process</li> <li>• Frequency of delivery: at least minimum of 10 containers per week or as need arises upon request by end-user</li> <li>• Service Provider must have a back-up power source (generator for continuous operation in times of power outage)</li> <li>• Billing should be done every month upon submission of request with complete supporting documents</li> <li>• Payment will be made within 30 calendar days upon receipt of the billing statement with complete supporting documents</li> <li>• Without prejudice to the provisions of the applicable laws, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted.</li> </ul>				
Approved Budget for the Contract: <b>Php 87,500.00</b>				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>Home for Girls</b>							
PURPOSE : For Home for Girls consumption from February to December 2025.							

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