



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

RFQ No. : DSWD7-2025-0373  
 Date : March 28, 2025

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

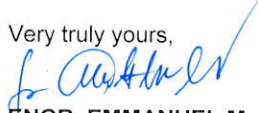
**Sir/Madam:**

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 **valid Mayor's/Business Permit, Philgeps Registration Number and Latest Income Tax Return** 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) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **April 2, 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 **please refer to Annex A**
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
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	1	lot	<p><b>Provision of Services for the Upgrading and Improvement of Network Equipment and Materials for Data Center Room</b></p> <p><b>Scope of Works / Materials:</b></p> <p><b>I. NETWORK EQUIPMENT AND MATERIALS FOR DATA SERVER</b></p> <p><b>1.1.) 42U DATA CABINET VE (3 units)</b></p> <ul style="list-style-type: none"> <li>• Dimensions: 800mmW x 1000mmD x 2000mmH</li> <li>• High Density Vented Mesh Front and Rear Door</li> <li>• Flat Packed</li> <li>• Vented Top</li> <li>• With Rack Mounted UPS 2000 VA</li> <li>• With PDU</li> </ul> <p><b>1.2.) Cabbler ladder for network cable provisions (1 unit)</b></p> <p><b>1.3.) Cabbler ladder for electrical cable provisions (1 unit)</b></p> <p><b>Terms and Conditions:</b></p> <p>a. The Service Provider should have done at least three (3) successful similar projects with certifications and proof of very satisfactory service from the clients.</p> <p>b. Must have a contact center within the project owner's location.</p> <p>c. Ensure that all work is done in accordance with industry standards.</p> <p>d. Brand proposed must be existing for at least 15 years.</p> <p>e. Must provide Manufacturer's/Distributor's certificate of partnership and Warranty.</p> <p>f. Response Time should be within 2 hours</p> <p>g. The service provider shall provide a warranty certificate for all equipment and services provided under this contract for a period of one (1) year from the date of completion.</p>				

		h. LIST OF REPORTS 1. Service Level Agreement (Warranties for Workmanship and Product) 2. Installation and Delivery Pictures  i. Contract Duration and Schedule: 20 Working Days			
<b>Approved Budget for the Contract: Php 984,000.00</b>		Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>PPD-ICTS</b>					
<b>PURPOSE :</b> Upgrade the necessary network equipment and materials to improve the data server room's capabilities, ensuring reliable and efficient data management and communication.					

*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