



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. : DSWD7-2025-0625
Date : May 5, 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 supplier/s are required to submit true copies of their **valid Mayor's Permit and 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) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 9, 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 please refer to Annex A.**
4. Place of Delivery: **please refer to Annex A**
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)



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Field Office VII, Cebu City

Company Name _____
 Company Address _____
 Contact Person _____
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 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 | PROVISION OF LIGHTS, SOUND SYSTEM AND LED VIDEO WALL RENTAL SERVICES Specifications: * Name of Activity: Innovations Division Caravan Date of Activity: May 16, 2025 Venue: within Metro Cebu or nearby City/Municipality LED VIDEO WALL * 1-set 12ftH x 24ftW, approximately * maximum of P4 with respective video processor and laptop * at least 1-set LED wall controller with skilled operator * steel trusses, more or less 40ft x 18ft * scaffolding supports * power cables/wires SOUND SYSTEM * at least 6-units powered speaker, 1000W or higher * at least 4-units subwoofer, 1000W or higher * at least 1-unit Audio mixer with equalizer appropriate for the event * at least 6-units wireless microphone and 6-units wired microphone with stand, and 2-units boom mic * DJ to assist tech booth and the main event * at least 1-set communication set (4-6 headset) * ready for band equipment LIGHTS * at least 20-units beam 290 moving heads * at least 80-units par leds * at least 4-units light stands * at least 1-unit light controller with skilled operator * at least 1-unit follow-spotlights * smoke/fog machine (low laying) * at least 2-units sparkulars Other Specifications: | | | | |

| Item No. | Quantity | Unit of Measure | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|--|----------|-----------------|---|--|-------------------------|-----------|------------|
| | | | * the set-up should be completed at least a day before the main event and should have technical rehearsal before the main event, if necessary. * technical/skilled operators should closely coordinate with the program/event focal * to provide standby of at least 1-unit fire extinguisher, HCFC-123, min. 5kg * service provider to take care of their respective food provisions and other materials for the functionality of the equipment and running the event | | | | |
| Approved Budget for the Contract: Php 80,000.00 | | | | Note: | | | |
| End User: Innovations Division | | | | "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| PURPOSE : for DSWD Innovations Division Caravan | | | | | | | |

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

(page 2 of 2)