



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. : DSWD7-2025-0849

Date : June 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 service providers are required to submit true copies of their valid **Mayor's/Business Permit, Philgeps Registration Number** and **Latest Income Tax Return** 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 17140 or 17110 or e-mail to [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph) on or before **June 10, 2025 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
AO V/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 calendar days from receipt and conformity of Purchase Order.**
- Place of Delivery: **Home for Girls, Camomot Franza Rd., Brgy Labangon, Cebu City**
- 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: \_\_\_\_\_

  
**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: \_\_\_\_\_

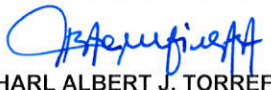
RFQ No.: DSWD7-2025-0849

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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        | 80       | set             | <b>Supply and Delivery of Admission Kit for Home for Girls Client</b><br><br>Included in the kit with specifications:<br><br><i>2 pcs of comb, made of plastic, with handle</i><br><br><i>2 sets sleeping wear(terno pajama and shirt), cloth, can fit up to large body size</i><br><br><i>5 pcs of ladies Bra, non-underwire, Adult sizes 34B to 36B</i><br><br><i>7 pcs of Girls panty, cotton, Large</i><br><br><i>4 pieces, t-shirt. 1 piece T-shirt per color, Extra Small to Medium size(Baby Pink, Baby Blue, Light Violet/Purple, Light Orange/peach), 100% polyester</i><br><br><i>3 pieces, t-shirt. 1 piece T-shirt per color, Extra Small to Medium size(Red, Baby Blue, Light Violet/Purple ), 100% polyester</i><br><br><i>7 pcs shorts, knee-high length, taslan fabric, for adult, garterized</i><br><br><i>1 pair of slipper, teen ager, size 9, rubberized, plain white</i><br><br><i>1 pair of sneaker shoes for teen agers, sizes 6, 7, 8 and 9, dominant color of black/white</i><br><br><i>1 pair sandal, with instep and ankle strap, heel of at least 1/2 inch, size 37-39, brown</i><br><br><i>2 pcs Sunday Dress, formal, Free size, for teenager, free size that can fit Small to Large</i><br><br><i>2 face towel, medium size</i><br><br><i>2 set hair clips</i><br><br><i>1 piece toiletry basket, plastic, with at least 2 compartments</i><br><br><i>2 piece Bath towel</i><br><br><i>2 piece ponytail</i><br><br><i>2 piece Fleece Blanket, single size, assorted plain color, approximately 42 x 60 inches</i> |  |                         |           |            |

| Item No.  | Quantity | Unit of Measure | Articles / Descriptions   | Statement of Compliance (State "Comply" or "Not Comply")  | Bidder's Specifications | Unit Cost | Total Cost |
|---|----------|-----------------|---|---|-------------------------|-----------|------------|
|   |          |                 | <p>1 piece track pants, color black, can fit from Small to Large, for adult size</p> <p>1 piece Cargo/Jogger Pants, can fit from Small to Large</p> <p>2 pairs foot socks, for adult</p> <p>2 piece hair band</p> <p>2 piece handkerchief</p> <p>Bag, cylindrical/barrel-shape, canvass, with interior side pockets, full zipper, with handle straps dominant black color, can pack all items above, with at least 2 inches height print of "HOME FOR GIRLS 7"</p> <p><b>Requirements:</b></p> <p>* The bag should have a capacity to pack all the items.</p> |   |                         |           |            |
| Approved Budget for the Contract: <b>Php 560,000.00</b> |          |                 |   | Note:<br>"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 client new admission.      |          |                 |   |   |                         |           |            |

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

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