



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. : DSWD7-2025-0922
Date : June 16, 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 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **June 20, 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: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, 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

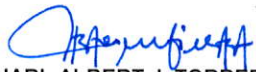
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Company Address _____
Contact Person _____
Contact No. _____
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RFQ No.: DSWD7-2025-0922

Date: June 16, 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>Provision of Labor and Materials for the Installation of Window Blinds at 2nd Floor Expansion and ACSWD Building,</p> <p>Scope of Works: ✓</p> <p>1. Expansion & ACSWD, 2nd Floor ✓</p> <p>*Zebra/Combi Blinds, high quality, 403 sq.ft., to include necessary accessories, supports and brackets ✓</p> <p>Note: Submit sample material for approval prior to production ✓</p> <p>2nd Floor Expansion & ACSWD Window Blinds Dimensions ✓</p> <table border="1"> <thead> <tr> <th>Office</th> <th>Width</th> <th>Length</th> <th>sq.m.</th> <th>sq.ft.</th> </tr> </thead> <tbody> <tr> <td>Expansion</td> <td>5.82</td> <td>2.5</td> <td>14.55</td> <td>156.61</td> </tr> <tr> <td rowspan="7">ACSWD</td> <td>1.856</td> <td>1.2</td> <td>2.23</td> <td>23.97</td> </tr> <tr> <td>1.975</td> <td>1.2</td> <td>2.37</td> <td>25.51</td> </tr> <tr> <td>2.769</td> <td>1.2</td> <td>3.32</td> <td>35.77</td> </tr> <tr> <td>2.669</td> <td>1.2</td> <td>3.20</td> <td>34.47</td> </tr> <tr> <td>1.949</td> <td>1.2</td> <td>2.34</td> <td>25.17</td> </tr> <tr> <td>2.35</td> <td>1.2</td> <td>2.82</td> <td>30.35</td> </tr> <tr> <td>2.438</td> <td>1.2</td> <td>2.93</td> <td>31.49</td> </tr> <tr> <td></td> <td>3.05</td> <td>1.2</td> <td>3.66</td> <td>39.40</td> </tr> </tbody> </table> <p>(Suppliers to do actual inspection / measurement) ✓</p>	Office	Width	Length	sq.m.	sq.ft.	Expansion	5.82	2.5	14.55	156.61	ACSWD	1.856	1.2	2.23	23.97	1.975	1.2	2.37	25.51	2.769	1.2	3.32	35.77	2.669	1.2	3.20	34.47	1.949	1.2	2.34	25.17	2.35	1.2	2.82	30.35	2.438	1.2	2.93	31.49		3.05	1.2	3.66	39.40				
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Approved Budget for the Contract: Php 81,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.																																															
End User: GSMS																																																			
PURPOSE : For the supply and installation of window blinds at DSWD FO7																																																			

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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