



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT

RFQ No. : **DSWD7-2025-0932**

Date : **June 20, 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** in accordance with Implementing Rules and Regulations of Republic Act 12009. Failure to indicate required information/s 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 or service provider/s is/are required to submit true copies of **valid Business/Mayor's Permit, Philgeps registration number and Latest Income Tax Return** upon submission of the 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; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **June 25, 2025 at 10:00AM.**


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 7 days after the 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**
- 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)




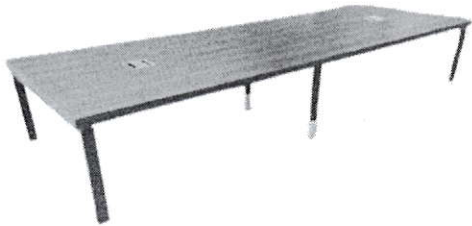
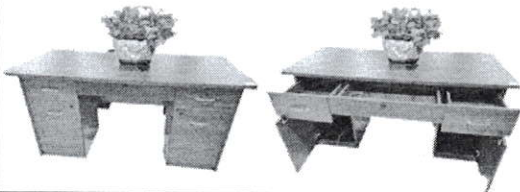

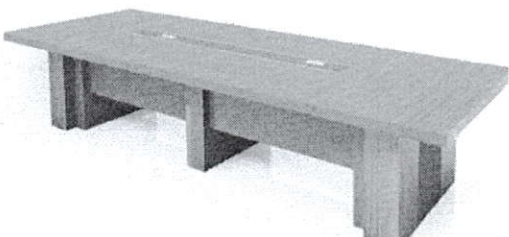
Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

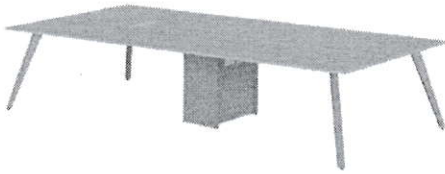


RFQ No.: DSWD7-2025-0932


Date: June 20, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply, Delivery and Installation of Cubicle System, Mobile Pedestal and Other Furniture For AICS				
1	45	set	Office Cubicles Specifications: •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production" Dimensions: 1 Person Workstation 1280mm W x 640mm D x 1050mm H				
2	2	set	2 Person Workstation Specifications: •Dimension: 2520mm W x 640mm D x 1050mm H •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production				
3	1	set	3 Person Workstation Specifications: •Dimension: 3720mm W x 640mm D x 1050mm H •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production				
4	1	set	4 Person Workstation, Face to Face Specifications: •Dimension: 2520mm W x 1240mm D x 1050mm H •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
5	1	set	6 Person Workstation, Face to Face Specifications: •Dimension: 3720mm W x 1240mm D x 1050mm H •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production				
6	1	set	6 Person Workstation Specifications: •Dimension: 7480mm W x 640mm D x 1050mm H •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production				
7	2	set	8 Person Workstation, Face to face Specifications: : •Dimension: 9960mm W x 640mm D x 1050mm H •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production				
8	78	set	•Mobile Pedestal, 3 drawers w/ casters •Dimension: 370mmx450mmx610mm •Melamine laminated material •Central locking key •Color: Same as photo Note: Submit sample material for approval prior to production				
9	43	unit	Ergonomic Chairs Clerical, ergonomic design with armrest Foam Cushioned Seatrest Plastic Armrest With Tilt, Swivel and Height Adjustment Function 5-Star Tripod Metal Base in Chrome Finish Color: PU Leather Black Dimensions: Length: (+/-) 655mm Width: (+/-) 684mm Height: (+/-) 1160-1250mm 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
10	4	unit	Sorting Table Dim: W360xD120xH75 cm Material: Wood and Steel Color: Walnut 				
11	2	unit	Executive Table Fixed Center, Side Drawers and Cabinets Main Table: W140xD60xH75 cm. Melamine Laminated Materials Color: Black Walnut 				
12	76	piece	Guest chair without arm Mesh Backrest 				
13	1	unit	Rectangular Conference Table Dim: W420xD120xH75 cm. 4 to 16 Seaters Melamine Laminated Materials Color: Adis Walnut-Premium Gray 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
14	2	set	Rectangular Conference Table Dim: W240xD120xH75 cm. 6 to 8 Seaters Laminated Table Top Powder Coated Metal Legs Color: Walnut (Top), Dark Gray (Legs) 				
15	1	set	Executive Table with Side Return 160cm x 185 cm (with extension) x 80 cm x 140 cm Material: Laminated Wood Color: Walnut Brown & Gray 				
16	1	unit	Executive Office Chair Cow Leather Upholstered High Density Foam Cushioned Seatrest Wooden Armrest With Tilt Lock, Swivel and Height Adjustment Function Wooden Base in Reinforced Metal with Casters Color: Black 				
Total:							
Approved Budget for the Contract: Php 1,991,300.00				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated or may state brand, model and country of origin of item offered, if applicable.			
End User: ADMIN							
PURPOSE : Cubicle System and Furniture for AICS office							


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Signature of Supplier / Authorized
 Representative Over Printed Name

(page 2 of 2)