



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. : DSWD7-2025-0982
Date : July 2, 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** and **Philgeps Registration Number** upon submission of the quotation/s. An **Omnibus Sworn Statement** is required prior to award.

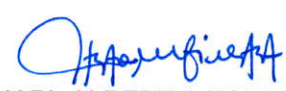
Please **accomplish and submit** this form together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 887-9720; 232-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **July 7, 2025 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**
- 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)



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Date: July 2, 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	6	unit	Supply and Delivery of Laptops Specifications: 1. Processor a. Architecture: Latest-generation processor architecture (12th Gen or newer) b. Base Speed: ≥ 3.4 GHz, Turbo Boost up to ≥ 4.6 GHz c. Cores: Minimum 8 cores (e.g., 4 performance + 4 efficiency cores) d. Cache: ≥ 12 MB Smart Cache 2. Operating System a. Type: Latest stable proprietary 64-bit OS b. Edition: Professional version (must support Active Directory domain join) c. Proof of Authenticity: Required from software provider 3. Office Productivity Software a. Type: Latest stable proprietary productivity suite (e.g., Microsoft Office) – perpetual license preferred b. Edition: Business edition with offline capability (Word, Excel, PowerPoint, Email client) c. Proof of Authenticity: Required from software provider 4. Memory a. Capacity: ≥ 16 GB DDR4 b. Speed: ≥ 3200 MHz 5. Keyboard a. Type: Built-in, full-sized (preferably backlit) 6. Pointing Device a. Built-in touchpad with multi-gesture and scrolling function b. External USB Optical Mouse (same brand as offered laptop unit) 7. Graphics Controller a. Integrated graphics controller				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>8. Input/Output Ports (All ports must be built-in; adapters not allowed except for Ethernet if needed)</p> <p>a. ≥ 2 x USB 3.0</p> <p>b. 1 x Combo Audio Jack (3.5mm)</p> <p>c. 1 x RJ-45 LAN Port</p> <p>d. 1 x HDMI</p> <p>e. 1 x USB Type-C</p> <p>9. Display</p> <p>a. ≥ 16-inch LED display</p> <p>b. Built-in webcam</p> <p>10. Storage</p> <p>a. ≥ 512 GB SSD (M.2 NVMe preferred)</p> <p>11. Audio</p> <p>a. Integrated sound controller</p> <p>12. Weight</p> <p>a. ≤ 1.8 kg (including battery)</p> <p>13. Communications (All integrated)</p> <p>a. Wireless: Dual Band Wi-Fi 802.11 a/b/g/n/ac</p> <p>b. Bluetooth: Version 4.0 or higher</p> <p>14. Battery</p> <p>a. Minimum of 6 hours operation on full charge</p> <p>15. Carrying Case</p> <p>a. Laptop bag (same brand as the offered laptop unit)</p> <p>16. Warranty and Service Level Agreement (SLA)</p> <p>a. Three (3) years hardware warranty</p> <p>b. One (1) year warranty on mouse</p> <p>c. ≤ 4 hours response time for reported issues via Help Desk</p> <p>d. Vendor shall handle logistics for hardware replacement (pull-out and return)</p> <p>17. Compliance Requirements (To protect DSWD from unreliable and unproven products the following is required)</p> <p>a. Offered brand must be ISO 9000 certified or better</p> <p>b. Must be Energy Star compliant or equivalent</p> <p>c. Must have a working technical support portal with service tracking features</p> <p>d. Must support nationwide deployment and have at least one (1) accredited service center in Visayas, preferably Metro Cebu (Proof required)</p> <p>e. Offered brand must be internationally recognized, marketed in at least 5 countries, and continuously sold in the Philippines for the past 10 years</p>				

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			f. Laptop model must be commercially available (not made-to-order) g. Delivery Period: 30 Calendar days h. Warranty: at least 1 year				
Total:							
Approved Budget for the Contract: Php 299,400.00				"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: SWAD BOHOL							
PURPOSE : For daily Assessment of Social Worker in SWAD Bohol							


CHARL ALBERT J. TORREFIEL
 Canvasser

 Signature of Supplier / Authorized Representative Over Printed Name

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