



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. : DSWD7-2025-1010
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, 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 **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: **please refer to Annex A**
- 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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Company Name _____

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Contact No. _____

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Tin Number: _____

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	14	unit	Supply and Delivery of Laptops for DSWD FO NIR Employees Specifications: -Processor: Frequency: At least 1.2GHz to 4.7GHz Cores: At least 6 Cores in total Threads: At least 8 Threads in total Cache: At least 10 MB -Boot Screen: DSWD official Logo -Operating System: Type: Latest Stable Proprietary OS 64-bit Version: Professional version (Capability to join Active Directory) -Office Productivity Software: Type: Latest Stable Proprietary OPS for Corporate Application Perpetual License Version: Standard, Inclusive of Word Processor, Spreadsheet, and Presentation -Memory: Capacity: At least 8Gb LPDDR5 -Input Devices: Pointing Device Type: TouchPad Keyboard: Yes Keyboard Backlight: No TouchPad Features: Microsoft Precision Touchpad Certification Keyboard Features: Sense Key Caps Lock Indicator Microphone Mute Indicator Copilot Key -Graphics Controller: Graphics Memory Accessibility: Shared -I/O Ports: 1 x HDMI Outputs 2 x USB 3.2 Gen 1 Type-A Ports Network (RJ-45) -Display: At least 39.6 cm or 15.6 inches screen size LCD Display with a built-in webcam No touch screen 1920 x 1080 screen resolution 60 Hz standard refresh rate -Storage: At least 512GB PCIe NVMe SSD -Card Reader: None -Communication: Wireless LAN: IEEE 802.11ax Bluetooth: At least Version 5.1 Ethernet: Gigabit Ethernet				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<p>-Battery: At least 10 hours' runtime, Lithium Ion</p> <p>-Audio: HD Audio with 2 speakers</p> <p>-Warranty & SLA: Two (2) years Hardware Warranty One (1) year on Mouse At most 4 hours' response time for issues reported (thru Help Desk) A Service Unit must be issued for a unit that can't be repaired within the day.</p> <p>-To protect DSWD from unreliable and unproven products the following are required: Providers must have a certificate from the Operating System manufacturer as authorized reseller/dealer and/or a vendor partner. Providers must present Manufacturer's parts replacement certification and logistics warehouse location (Preferably within Dumaguete City) to prove they can meet 4-hour on-site response time. Providers should have a support office (with standby Support Engineers) within Dumaguete. Providers must present a valid and verifiable Warranty Certificate from the Equipment Manufacturer indicating their Name as Partner and Level of Partnership. Providers must present valid and verifiable Certificate that they are allowed to sell products under the category of Computers. Offered brand of the laptop computers must be present and available in the Philippine market in the last ten (10) years. And is marketed globally and have an international presence (physical stores, centers, or offices) in at least 5 countries. Offered laptop models should be available in the Market and should not be custom-made or made to order just to comply with the required specifications. Delivery must be in DSWD NIR, Dumaguete City, Negros Oriental</p>				
Total:							
Approved Budget for the Contract: Php 699,991.60				"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: SLP-PROMOTIVE							
PURPOSE : Supply and Delivery of Laptops for DSWD FO NIR Employees							


CHARL ALBERT J. TORREFIEL
Canvasser

Signature of Supplier / Authorized
Representative Over Printed Name

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