



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. : DSWD7-2025-0818
Date : May 30, 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 03, 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

Company Name _____
Company Address _____
Contact Person _____
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Tin Number: _____

RFQ No.: DSWD7-2025-0818

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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	1	lot	<p>Provision of Labor and Materials for the Installation of Window Blinds at 2nd Floor Main Building</p> <p>Scope of Works:</p> <p>1. Main Building, 2nd Floor</p> <p>*Zebra/Combi Blinds, Ashtree, high quality, 324 sq.ft., to include necessary supports and brackets</p> <p>2nd Floor 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>SMU</td> <td>2.79</td> <td>1.19</td> <td>3.3201</td> <td>35.74</td> </tr> <tr> <td>ORD SEC</td> <td>2.75</td> <td>1.19</td> <td>3.2725</td> <td>35.22</td> </tr> <tr> <td>MEET RM1</td> <td>1.2</td> <td>1.19</td> <td>1.428</td> <td>15.37</td> </tr> <tr> <td>MEET RM2</td> <td>1.2</td> <td>1.19</td> <td>1.428</td> <td>15.37</td> </tr> <tr> <td>RD 1</td> <td>2.55</td> <td>1.19</td> <td>3.0345</td> <td>32.66</td> </tr> <tr> <td>RD 2</td> <td>1.75</td> <td>1.19</td> <td>2.0825</td> <td>22.42</td> </tr> <tr> <td>COWORKING 1</td> <td>2.7</td> <td>1.19</td> <td>3.213</td> <td>34.58</td> </tr> <tr> <td>COWORKING 2</td> <td>2.7</td> <td>1.19</td> <td>3.213</td> <td>34.58</td> </tr> <tr> <td>PPD DC</td> <td>2.75</td> <td>1.19</td> <td>3.2725</td> <td>35.22</td> </tr> <tr> <td>PDPS</td> <td>1.47</td> <td>1.19</td> <td>1.7493</td> <td>18.83</td> </tr> <tr> <td>PDPS</td> <td>0.9</td> <td>1.19</td> <td>1.071</td> <td>11.53</td> </tr> <tr> <td>TAORS</td> <td>2.61</td> <td>1.19</td> <td>3.1059</td> <td>33.43</td> </tr> </tbody> </table> <p>(Suppliers to do actual inspection / measurement)</p>	Office	Width	Length	sq.m.	sq.ft.	SMU	2.79	1.19	3.3201	35.74	ORD SEC	2.75	1.19	3.2725	35.22	MEET RM1	1.2	1.19	1.428	15.37	MEET RM2	1.2	1.19	1.428	15.37	RD 1	2.55	1.19	3.0345	32.66	RD 2	1.75	1.19	2.0825	22.42	COWORKING 1	2.7	1.19	3.213	34.58	COWORKING 2	2.7	1.19	3.213	34.58	PPD DC	2.75	1.19	3.2725	35.22	PDPS	1.47	1.19	1.7493	18.83	PDPS	0.9	1.19	1.071	11.53	TAORS	2.61	1.19	3.1059	33.43				
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Approved Budget for the Contract: Php 60,000.00				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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