



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. : DSWD7-2025-0997  
Date : June 27, 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 supplier/s are required to submit true copies of their **valid Mayor's Permit** and **Philgeps Registration Number** upon submission of 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; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **July 1, 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 please refer to Annex A.**
- 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 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. \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_  
Tin Number: \_\_\_\_\_

RFQ No.: DSWD7-2025-0997

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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><b>PROVISION OF LIGHTS, SOUND SYSTEM AND LED VIDEO WALL RENTAL SERVICES</b></p> <p><b>Specifications:</b></p> <p>Name of Activity: National Disability Rights Week 2025 Celebration Date of Activity: July 18, 2025 Venue: SM Seaside Mall</p> <p><b>LED VIDEO WALL</b></p> <ul style="list-style-type: none"> <li>* 1-set 9ftH x 12ftW, approximately</li> <li>* Maximum of P4 with respective video processor and laptop</li> <li>* at least 1-set LED wall controller with skilled operator</li> <li>* Scaffolding supports / riser</li> <li>* Power cables/wires</li> </ul> <p><b>SOUND SYSTEM</b></p> <ul style="list-style-type: none"> <li>* at least 6-units powered speaker, 1000W or higher, or approved equivalent</li> <li>* at least 4-units subwoofer, 1000W or higher or approved equivalent</li> <li>* at least 1-unit Audio mixer with equalizer appropriate for the event</li> <li>* at least 2-units powered monitor speaker or approved equivalent</li> <li>* at least 4-units wireless microphone and 4-units wired microphone with stand</li> <li>* DJ to assist tech booth and the main event</li> </ul> <p><b>LIGHTS</b></p> <ul style="list-style-type: none"> <li>* at least 20-units beam 290 moving heads</li> <li>* at least 40-units par leds</li> <li>* at least 16-units amber lights</li> <li>* at least 4-units light stands</li> <li>* at least 1-unit light controller with skilled operator</li> </ul> <p><b>360 VIDEO CAMERA AND PHOTO BOOTH</b></p> <ul style="list-style-type: none"> <li>* Services for 360 degrees video camera</li> <li>* Photo booth services</li> </ul> <p><b>Other Specifications:</b></p> <ul style="list-style-type: none"> <li>* the set-up should be completed at least a day before the main event and should have technical rehearsal before the main event, if necessary.</li> </ul>				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			* technical/skilled operators should closely coordinate with the program/event focal  * to provide standby of at least 1-unit fire extinguisher, HCFC-123, min. 5kg  * service provider to take care of their respective food provisions and other materials for the functionality of the equipment				
Approved Budget for the Contract: <b>Php 60,000.00</b>				Note:			
End User: <b>Innovations Division</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : ForNational Disability Rights Week 2025 Celebration							

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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