



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. : DSWD7-2025-1000
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 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 **please refer to Annex A.**
- Place of Delivery: **DSWD7 - Center for Women and Children, 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 _____
Contact No. _____
PhilGEPS Registration No.: _____
Tin Number: _____


RFQ No.: DSWD7-2025-1000

Date: June 27, 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 and Delivery of Grocery Items				
1	30	pack	Beverage, Chocolate Malt, 1 kilo/pack				
2	200	pack	Biscuit, assorted (either crackers or with fillings), at least 10 pieces/pack				
3	2	box	Canned Good, Luncheon Meat, at least 150 grams/tin, 100 tins/box, non-spicy				
4	2	box	Canned Good, Sardines, at least 155 grams/tin, 100 tins/box, non-spicy				
5	70	tray	Eggs, white, Fresh, Large, 30 pcs/tray				
6	30	pack	Juice, Powdered Drink, at least 250 grams/pack, orange/ pineapple/ mango/ lemon iced tea				
7	30	pack	Milk, Powdered, Full Cream, at least 900 grams per pack				
8	12	pack	Noodles, Bihon, at least 1 kilo/pack, good quality				
9	12	kilo	Noodles, Canton, Pancit, at least 1 kilo/pack, good quality				
10	6	gallon	Soy Sauce, 1 gallon, known brand				
11	6	gallon	Vinegar, 1 gallon, good quality				
12	50	pack	Soap, Laundry, Powder, 1 kg/pack, scented				
13	30	bottle	Soap, Liquid, Antibacterial, Dishwashing, at least 800ml, known brand in bottle				
14	12	gallon	Bleaching liquid, disinfectant various scent, 1 gallon				
			Requirements: > Canned goods must be safe and suitable for human consumption; no dents, rust and deformities; has label and must indicate the manufacturing or expiration dates. > All food items must be in good quality, free from abnormal discoloration, foul smelling odor and molds. > Expiration date of grocery items must be at least 6 (six) months from delivery date and egg must be at least 1 month from delivery.				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			> Delivery of all grocery items is one time only except for items: Eggs, and Biscuits which will be delivered monthly as per advised. > Delivery Point: DSWD7 - Center for Women and Children, Carreta, Cebu City.				
Total							
Approved Budget for the Contract: Php 100,143.00				Note:			
End User: PSD-CWC				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : Provisions for newly rescued victims of OSEC as well as victims of trafficking in persons, sheltered at Center for Women and Children.							

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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