



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. : **DSWD7-2025-1033**  
Date : **July 3, 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](mailto: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 **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**
- 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)




Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
 Tin Number: \_\_\_\_\_

RFQ No.: DSWD7-2025-1033

Date: July 3, 2025

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Supply and Delivery of Plaques</b>				
1	132	pieces	<b>Plaque of Appreciation</b> ✓ - 53 LGUs Cebu Province ✓ - 48 LGUs Bohol Province ✓ - 25 LGUs Negros Oriental Province ✓ - 6 LGUs Siquijor Province ✓  <b>Specifications:</b> ✓ - Curved crystal glass with pointed upper end, indented front surface ✓ <b>Measurement:</b> ✓ Height (Lower curve): 7.25 inches, (Upper curve): 9 inches ✓ Width: (Upper): 5.5 inches, (Lower): 3 inches ✓ - DSWD Blue Color curved glass, Height: 8.56 inches ✓ - DSWD Red Color curved glass, Height: 7.56 inches ✓ - Rectangular wooden base, smooth black texture finish ✓ <b>Measurement:</b> ✓ Height : 1 inch ✓ Length (Lower): 5 inches, (Upper): 4.5 inches ✓ Width: (Lower): 2.5 inches, (Upper): 2 inches ✓ - Glass print using sublimation transfer paper or similar process ✓ <i>(Please see the attached picture)</i> ✓				
2	15	pieces	<b>Plaque of Recognition</b> ✓ - 5 LGUs Cebu Province ✓ - 5 LGUs Bohol Province ✓ - 5 LGUs Negros Oriental Province ✓  <b>Specifications:</b> ✓ - Curved crystal glass with pointed upper end, indented front surface ✓ <b>Measurement:</b> ✓ Height (Lower curve): 7.25 inches, (Upper curve): 9 inches ✓ Width: (Upper): 5.5 inches, (Lower): 3 inches ✓				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			- DSWD Blue Color curved glass, Height: 8.56 inches - DSWD Red Color curved glass, Height: 7.56 inches - Rectangular wooden base, smooth black texture finish <b>Measurement:</b> Height : 1 inch Length (Lower): 5 inches, (Upper): 4.5 inches Width: (Lower): 2.5 inches, (Upper): 2 inches - Glass print using sublimation transfer paper or similar process (Please see the attached picture)				
<b>Total:</b>							
<b>Approved Budget for the Contract: Php 294,000.00</b>				"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: <b>SOCPEN</b>							
To be distributed during the following activities: a. Program Implementation Review (PIR) for LGU Implementers <b>PURPOSE :</b> <div style="display: flex; justify-content: space-between;"> <div>Cebu province</div> <div>July 23-25, 2025</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Negros and Siquijor Province</div> <div>August 6-8, 2025</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Bohol Province</div> <div>August 13-15, 2025</div> </div>							

  
**CHARL ALBERT J. TORREFIEL**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized  
 Representative Over Printed Name

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Republic of the Philippines  
Department of Social Welfare and Development Field Office 7  
Social Pension Program

## **PLAQUE OF RECOGNITION**

is awarded to

## **MUNICIPALITY OF TUDELA PROVINCE OF CEBU**

for its exemplary performance in the implementation of the Social Pension Program for Indigent Senior Citizens, demonstrated on-time liquidation and prompt submission of COE.

Given this 25<sup>th</sup> of July, 2025 at  
Golden Prince Hotel and Suites, Cebu City

SHALAINÉ MARIE S. LUCERO, CESO III  
Regional Director

A handwritten signature in black ink, located in the bottom right corner of the plaque. The signature appears to be "Shalaine" followed by a stylized mark.



Republic of the Philippines  
Department of Social Welfare and Development Field Office 7  
Social Pension Program

## **PLAQUE OF APPRECIATION**

is awarded to

### **MUNICIPALITY OF TUDELA PROVINCE OF CEBU**

for the unwavering support and invaluable contribution to the  
successful implementation of the Social Pension Program  
for Indigent Senior Citizens.

Given this 25<sup>th</sup> of July, 2025 at  
Golden Prince Hotel and Suites, Cebu City

SHALAINÉ MARIE S. LUCERO, CESO III  
Regional Director

*Handwritten signature*



# DSWD PLAQUE

## Recommended Layout

