



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. : DSWD7-2025-1061

Date : July 9, 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 on or before **July 14, 2025 at 05:00PM.**


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 after the 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**
- 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.: _____

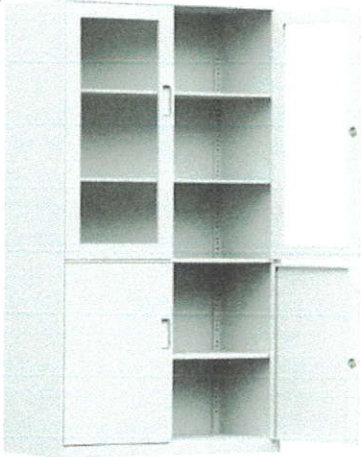


Tin Number: _____



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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
			Supply and Delivery of Furniture and Fixtures				
1	3	set	Office Table Specifications: Dim: D60 x W120 x H75cm Laminated melamine plywood 1 Center and 3 Side Drawers 25mm Table top, 15mm side and modesty panels Ball Bearing Drawer Metal Sliders Color: Red Walnut 				
2	3	set	Office Chairs Specifications: Leatherette Upholstered Foam Cushioned Seatrest Plastic Armrest With Tilt, Swivel and Height Adjustment Function 5 Star Tripod Metal Base in Chrome Finish Color: Black 				
3	2	set	Conference Table Specifications: Oval Type Dimension: W240xD120xH75cm Laminated melamine plywood 18mm table top, 15mm side and modesty Panels 6 persons Color: same as photo 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
4	12	set	Conference Chairs ✓ Specifications: ✓ Heavy Duty Synthetic Leatherette ✓ Upholstered ✓ Metal Armrest ✓ With Tilt, Swivel and Height Adjustment Function ✓ Aluminum Metal Base with Casters ✓ Color: Black ✓ 				
5	2	set	3 Drawers Lateral Filing Cabinet ✓ Specifications: ✓ Dimensions: 900mm x 450mm x 1065mm Ht; ✓ Powder-coated finished; Metal Body ✓ Centralized locking key ✓ Full extended heavy duty ball bearing drawer slides ✓ Color: Gray ✓ 				
6	2	set	3-Seater Sofa ✓ 3-Seater: 217cmWx93cmDx63cmH ✓ Frame: Plywood & Gmelina wood ✓ Loose Seat & Back Cushion: Polyurethane foam and polyester fiber ✓ Metal leg in Chrome finish ✓ Color: Fabric Bristol Ecru ✓ 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
7	1	unit	File Cabinet Dim: W90xD45xH185 cm. Powder Coated Metal Color: Grey Steel 				
8	2	unit	Dish Cabinet with 3 smaller storages Material: Plastic Please refer to photo 				
9	3	piece	Folding Long Plastic Table (dining table) 8ft Rectangular Fold in Half Top Folding Plastic Table Powder Coated Metal Frame and Legs Color: white 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
10	3	piece	Tissue Dispenser Single jumbo roll toilet tissue dispenser for surface mounting Dimensions: Diameter: 270 mm Depth: 115 mm Typical mounting height: 750 mm 				
11	3	piece	Outdoor Trash Bin Dimension/Size : 45 Gals Material : Plastic 				
Total:							
Approved Budget for the Contract: Php 262,900.00				"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: CWC							
PURPOSE : For the use of CENTER FOR WOMEN AND CHILDREN							

Signature of Supplier / Authorized
Representative Over Printed Name


CHARL ALBERT J. TORREFIEL
 Canvasser