

REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2025-1127
Date : July 29, 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 **August 04, 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 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)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

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
1	15	set	<p>Supply and Delivery of Admission Kit for Center for Women and Children MALE Clients</p> <p>Included in the kit with specifications:</p> <ul style="list-style-type: none"> 2 pcs of comb, made of plastic, for men 2 sets sleeping wear(terno pajama and shirt), cloth, can fit up to large body size 5 pcs of Men's Brief, cotton, Medium 5 pieces, t-shirt. 1 piece T-shirt per color, Medium to Large size (Pink, Blue, Red, Light Green, Light Blue), 100% polyester 5 pcs shorts, knee-high length, taslan fabric, for adult, garterized 1 pair of slipper, teen ager, size 9, rubberized, plain white 1 pair of sneaker shoes for teen agers, sizes 7, 8, 9, and 10 dominant color of black/white 2 face towel, medium size 1 piece toiletry basket, plastic, with at least 2 compartments 1 piece track pants, color black, can fit from Small to Large, for adult size 1 piece Cargo/Jogger Pants, can fit from Small to Large 2 pairs foot socks, for adult 2 piece hankerchief Bag, cylindrical/barrel-shape, canvass, with interior side pockets, full zipper, with handle straps dominant black color, can pack all items above. <p>Requirements:</p> <ul style="list-style-type: none"> * The bag should have a capacity to pack all the items. 				
Total:							
Approved Budget for the Contract: Php 75,000.00				"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: PSD-CIS/Center for Women and Children							
PURPOSE : Provisions for newly rescued victims of OSEC as well as victims of trafficking in persons, sheltered at Center for Women and Children.							

CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier / Authorized
Representative Over Printed Name

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