

## REQUEST FOR QUOTATION SMALL VALUE PROCUREMENT

RFQ No. : DSWD7-2025-1177

Date : August 4, 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, 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 8, 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: **Regional Rehabilitation Center for Youth, Sitio Baha-Baha, Tayud, Consolacion, Cebu**
- 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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 Date: **August 4, 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 Toiletries</b>							
1	600	piece	Deodorant - Female, deo lotion, sachet				
2	600	piece	Bath Soap, Bath, Germicidal/Moisturizer, reg. 135grams				
3	5	bar	Soap, bleaching bar, laundry (white color) 48 bars/4 cuts/baar) case				
4	100	kilo	Soap, Laundry, Powder , 1 kg/pack, scented				
5	1200	piece	Toothbrush with cover, for adult, good quality				
6	240	tube	Toothpaste, at least 150 ml/tube				
7	60	bottle	Cologne - for male, at least 125 ml/bottle				
8	240	bottle	Shampoo - w/ conditioner, 170-180 ml				
9	300	pad	Sanitary Pads,with wings, for regular flow, 100% absorbent, at least 10pcs/pack				
			<b>Place of Delivery:</b> Regional Rehabilitation Center for Youth, Sitio Baha - Baha, Tayud, Consolacion, Cebu				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php 322,900.00</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>PSD-RRCY for Girls</b>							
PURPOSE : For residents' consumption at RRCY for 2nd Semester July-December of 2025							

**CHARL ALBERT J. TORREFIEL**  
Canvasser

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

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