



**REQUEST FOR QUOTATION  
 NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2023-1662  
 Date : December 22, 2023

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, Philgeps Registration Number** upon submission of quotation/s and **Latest Income Tax Return** 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) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **December 27, 2023 at 1:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
 AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered **within 30 days calendar from receipt and conformity of P.O.**
4. Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. Warranty period, if applicable: \_\_\_\_\_

  
**BONAPARTE D. CASEÑAS II**  
 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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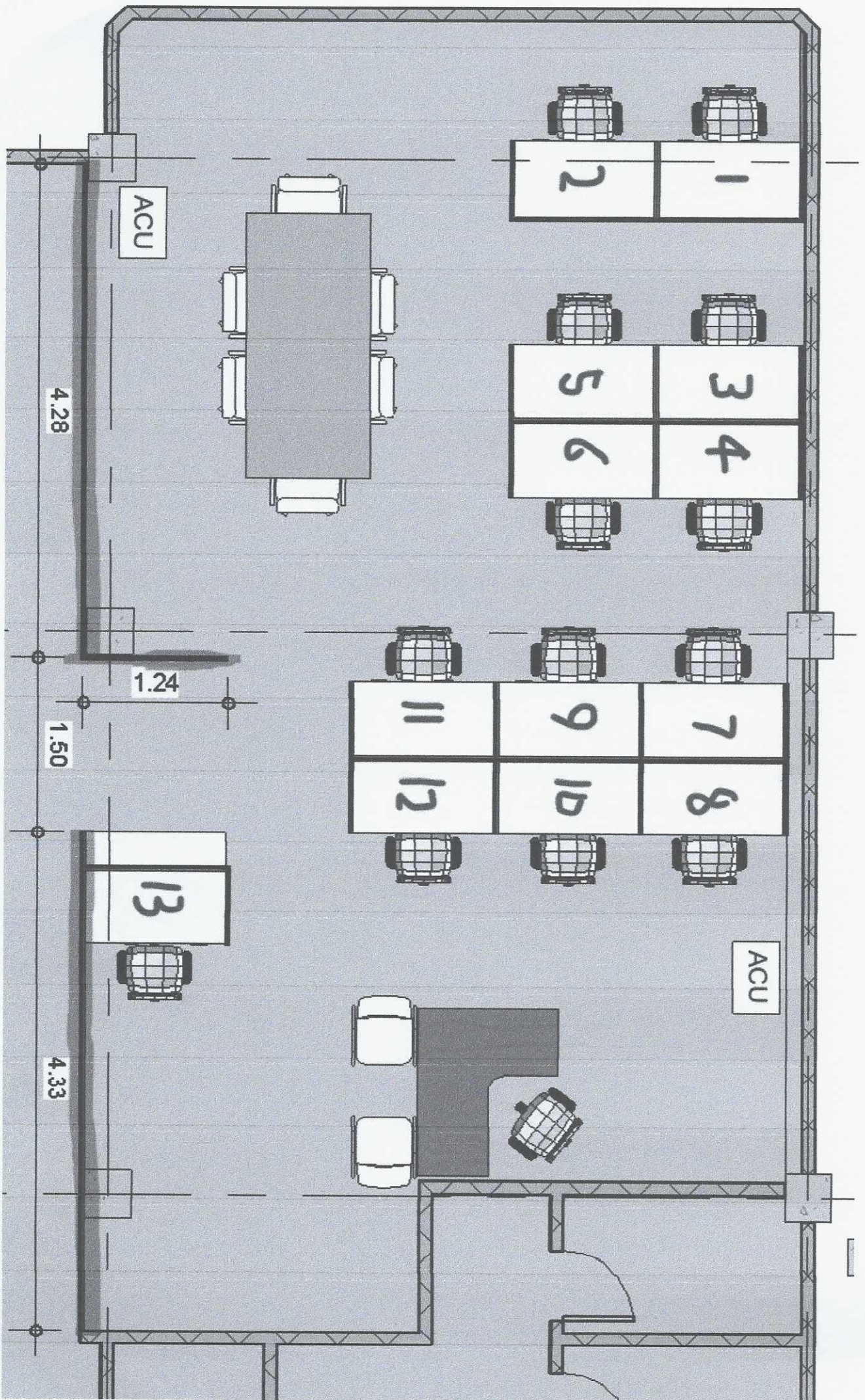
Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>Supply and Installation of Office Furniture/Partition</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• ± 5cm thk partition panels with PVC/Aluminum edging</li> <li>• 28 units cubicle/workstation with table top</li> <li>• with metal center drawer &amp; lock per table top</li> <li>• Finishing: Fabric, color blue (same with the existing color at the office)</li> <li>• Dimensions per table: Approximately 120cmW x 60cmD x 130cmH (w/ 1-foot upper glass panel)</li> <li>• 4 unit L-Shape table w/ drawer</li> <li>• With additional partition at 1.5mH as shown in the drawing</li> </ul> <p><b>Note:</b></p> <p>See attached layout                      Submit sample materials for approval prior to production</p>				
<p>Approved Budget for the Contract: <b>Php 995,000.00</b></p>				<p>Note:                      "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.</p>			
<p>End User: <b>ADMIN</b></p>							
<p>PURPOSE : <b>Partition system for 2nd floor Main Building (PPD Office) and additional at 2nd floor CWC Building (SFP &amp; PSD office)</b></p>							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

*Bonaparte D. Caseñas II*  
**BONAPARTE D. CASEÑAS II**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name

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1.24

1.50

4.33

ACU

2

1

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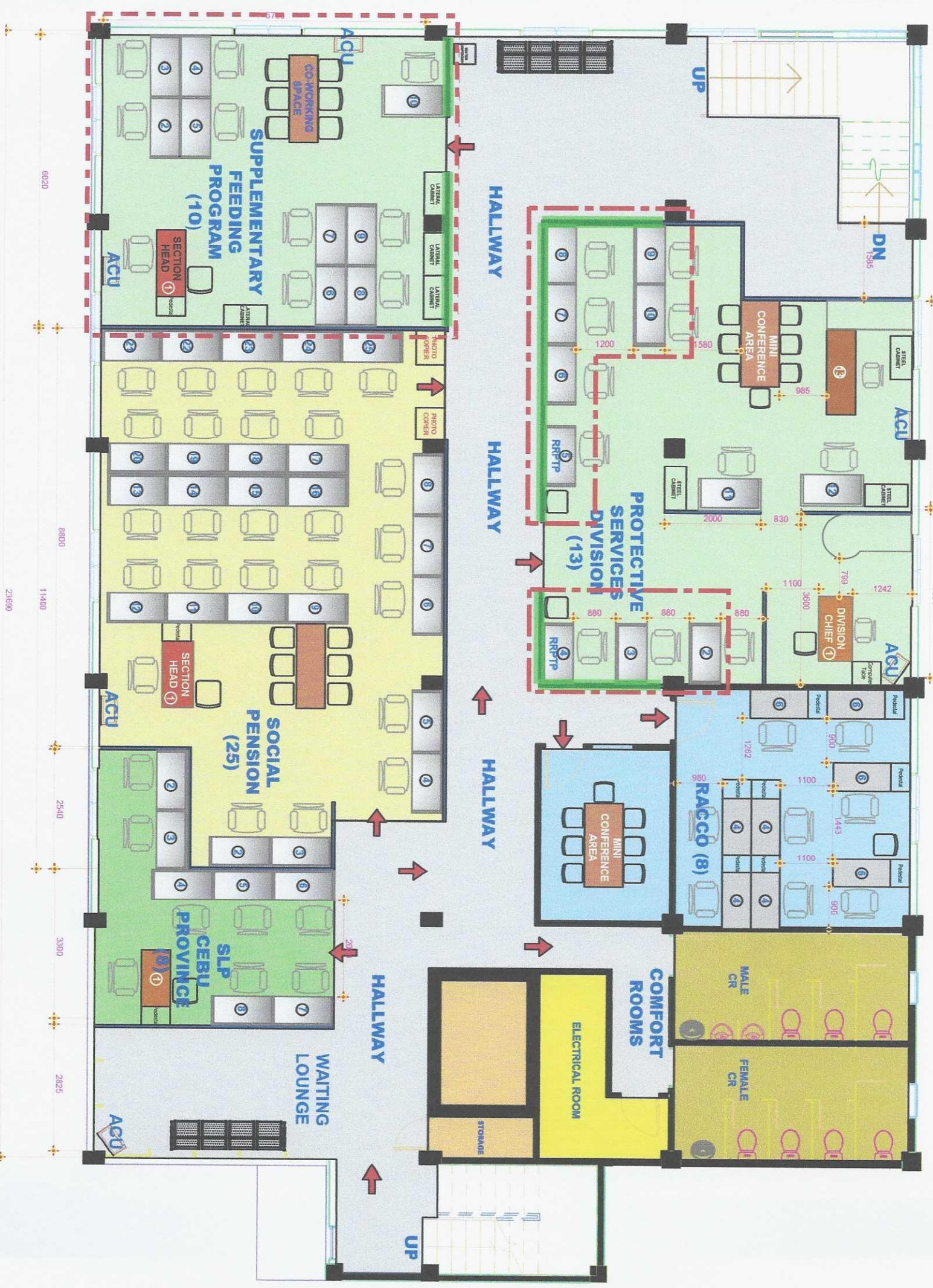
7

12

10

8

13



6020

8800

11400

23600

2540

3000

2925

DN

ACU

ACU

ACU

ACU

ACU

ACU

ACU

HALLWAY

HALLWAY

HALLWAY

HALLWAY

UP

UP

COMFORT ROOMS

ELECTRICAL ROOM

STORAGE

SUPPLEMENTARY FEEDING PROGRAM (10)

SOCIAL PENSION (25)

CEBU SLP PROVINC (8)

WAITING LOUNGE

PROTECTIVE SERVICES DIVISION (13)

RACCO (8)

MALE CR

FEMALE CR

MINI CONFERENCE AREA

MINI CONFERENCE AREA

MINI CONFERENCE AREA

DIVISION CHIEF (1)

SECTION HEAD (1)

SECTION HEAD (1)

SECTION HEAD (1)

RRTP (2)

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