



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

RFQ No. : DSWD7-2024-1720  
 Date : December 23, 2024

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 service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number/Certificate** 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, 2024 at 10:00AM.**

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 Purchase Order.**
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 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
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: \_\_\_\_\_

  
**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: **December 23, 2024**

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, DELIVERY &amp; INSTALLATION OF CUBICLE SYSTEM &amp; MOBILE PEDESTAL</b>							
1	1	lot	<b>OFFICE CUBICLES</b> SPECIFICATIONS: •Table top size: 1200mmx600mmx25mm •Black aluminum partition wall: 1050mm Ht. x 42mm Thk. w/glass •Cable management: Bottom raceway •Color: MFC (KANO Grey & King walnut), black aluminum Note: Submit sample material for approval prior to production" <b>DIMENSIONS</b> 4 set of 1 Person Workstation 1280mm W x 640mm D x 1050mm H 2 set of 2 Person Workstation 2520mm W x 640mm D x 1050mm H 2 set of 2 Person Workstation, Face to Face 1280mm W x 1240mm D x 1050mm H 5 set of 3 Person Workstation 3720mm W x 640mm D x 1050mm H 2 set of 4 Person Workstation, Face to Face 2520mm W x 1240mm D x 1050mm H 2 set of 6 Person Workstation, Face to Face 3720mm W x 1240mm D x 1050mm H 1 set of 6 Person Workstation 7480mm W x 640mm D x 1050mm H 1 set of 8 Person Workstation 9960mm W x 640mm D x 1050mm H				
2	61	set	<b>MOBILE PEDESTAL</b> SPECIFICATIONS: •3 drawers w/ casters •Dimension: 370mmx450mmx610mm •Melamine laminated material •Central locking key •Color: Same as photo Note: Submit sample material for approval prior to production				
<b>TOTAL</b>							
Approved Budget for the Contract: <b>Php 980,000.00</b>				Note: "Bidder's Specifications" column may be filled up by the service provider or may copy "Articles/Description" stated if applicable.			
End User: <b>GSMS</b>							
PURPOSE : <b>Cubicle System for the 2nd floor Main Building</b>							

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

  
**CHARL ALBERT J. TORREFIEL**  
 Canvasser

Signature of Supplier / Authorized Representative Over  
 Printed Name