



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. : DSWD7-2025-1083
Date : July 11, 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 15, 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 **5 days after the receipt and conformity of Purchase Order.**
- Place of Delivery: **DSWD-NIR, Brgy. Talay, Dumaguete 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)

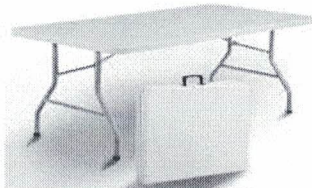



Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

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Date: July 11, 2025

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	1	lot	Executive Table and Chair Executive Table -Office table with mobile drawer (2 drawers with centralized lock) -Veener finish -Dimension: W160 X D80 X H76 cm, approx. -Color: Black Walnut Executive Chair -High back with padded armrest -With tilting mechanism, class 3 gaslift -With chrome coated metal base with nylon caster -With hydrolysis PU Resistance Leatherette upholstery -Dimension: W68 X D71 X H108-118 cm, approx. -Color: Black				
2	1	unit	Stool High Chair Specifications: -Modern bar stool with ergonomic design, featuring a 360-degree swivel seat and adjustable height via air-lift mechanism. -Made with a durable chrome-plated steel base, padded PU leather seat with backrest, and a built-in footrest for comfort. -Height adjustable from approximately 60cm to 80cm. -Ideal for reception areas, pantry counters, or bar-style setups. (please see the attached picture for reference) 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
3	1	set	Conference Table with the inclusion of 12 chairs Conference Table -with 12 setting capacity -with 55 mm thick melamine top -scratch and chemical resistant -with grommets -Dimension: W240 X D120 X H75 cm, approx. Conference Chair -without armrest -with 4 legged metal frame in powder coated finish with rubber footings -with high density foam seatrest and backrest -with leatherette or fabric upholstery				
4	5	unit	Executive Table Specifications: -Office Table with mobile drawer (2 drawers with centralized lock) -Veneer finish -Color: Mahogany Brown				
5	6	set	Working Foldable Table Specifications: -at least 6ft Heavy duty foldable table -at least with size 180x70x74cm, approx. -material: porcelain -height: at least 30-inch -shape: Rectangular (please see the attached picture for reference) 				
			Place of Delivery: DSWD NIR, Talay, Dumaguete City				
Total:							
Approved Budget for the Contract: Php 267,500.00				"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: DSWD NIR							
PURPOSE : For the office improvement of Field Office Negros Island Region.							


CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier / Authorized
 Representative Over Printed Name

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