



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. : DSWD7-2025-1090

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, 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, 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: _____

RFQ No.: DSWD7-2025-1090

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 Kitchenware				
1	6	dozen	Soup Bowl -Height: 5 cm, approx. -Diameter: 11 cm approx. -Color: White -Design: Plain				
2	6	dozen	Dinner Spoon -at least 19 cm in length Material: Stainless Steel food grade Color: Silver				
3	6	dozen	Dinner Plate -Diameter: 26 cm, approx. -Color: White -Design: Plain				
4	6	dozen	Drinking Glass -Dishwasher-safe. -Height: 13.5 cm, approx. -Volume: 15 oz, approx				
5	6	dozen	Cup & Saucer -Saucer diameter: at least 15 cm -Total height: at least 9 cm -Cup height: at least 7 cm -Volume: at least 7 oz -Color: White				
6	6	dozen	Dinner Fork -at least 19 cm in length Material: Stainless Steel food grade Color: Silver				
7	5	piece	Plastic Jumbo Roll Tissue Dispenser -Diameter: 270 mm, approx. -Depth: 115 mm, approx. -holds tissue rolls with a diameter of 255 mm and roll core diameter of 50 and 40 mm -With System-lock key -Door unlocks with key provided and swings down for loading dispenser -With slit for roll level				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
8	4	piece	Tissue Holder Material:Wood and plastic. Color:Wooden and white. Place of Delivery: DSWD-NIR, Talay, Dumaguete City.				
Total:							
Approved Budget for the Contract: Php 95,004.00				"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

(page 2 of 2)