



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII  
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

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

RFQ No. : DSWD7-2024-0761 ✓  
Date : May 30, 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 and Philgeps Registration Number upon submission of quotation. An omnibus Sworn Statement shall be 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 17126 or kalahiaf7.procurement23@gmail.com on or before June 5, 2024 at 1:00 PM.

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 on the specific date in Annex A.
- Place of Delivery: **within Metro Cebu**
- Terms of Payment: **within 30 calendar days from the completion of services and receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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: \_\_\_\_\_

**EDLYN S. CANGQUE**  
Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
(Signature over Printed Name of Supplier /  
Authorized Representative)



Company Name: \_\_\_\_\_

RFQ No.: DSWD7-2024-0761

Company Address: \_\_\_\_\_

Date: May 30, 2024

Contact Person: \_\_\_\_\_

Contact No.: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p><b>PROVISION OF LIGHTS, SOUND SYSTEM AND LED VIDEO WALL RENTAL SERVICES</b></p> <p><b>Specifications:</b></p> <p><b>Name of Activity:</b> Orientation / Training on KALAH-CIDSS Program Implementation Process (Omnibus Guidelines) Under KKB CDD 2024 Budget</p> <p><b>Date:</b> November 15, 2024</p> <p><b>Venue:</b> within Metro Cebu</p> <hr/> <p><b>LED VIDEO WALL</b></p> <ul style="list-style-type: none"> <li>* 1-set 12ft X 16ft approximately</li> <li>* P3 pixel with respective video processor and laptop</li> <li>* at least 1-set LED wall controller with skilled operator</li> <li>* Scaffolding supports</li> <li>* steel trusses, more or less 40ft x 25ft</li> <li>* Power cables/wires</li> </ul> <hr/> <p><b>SOUND SYSTEM</b></p> <ul style="list-style-type: none"> <li>* at least 12-units powered speaker, 1000W or higher</li> <li>* at least 6-units subwoofer, 1000W or higher</li> <li>* at least 1-unit Audio mixer with equalizer appropriate for the event</li> <li>* at least 2-units wireless microphone and 2-units wired microphone with stand</li> <li>* 7 Communication Set</li> </ul> <hr/> <p><b>LIGHTS</b></p> <ul style="list-style-type: none"> <li>* at least 20-units beam 290 moving heads</li> <li>* at least 20-units par leds</li> <li>* at least 4-units light stands</li> <li>* at least 1-unit light controller with skilled operator</li> <li>* at least 1-unit follow-spotlights</li> <li>* 2 units smoke/fog machine (low lying)</li> <li>* at least 4-units sparkular</li> </ul>				

Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Other Specifications:</b> * 1 unit- teleprompter TV screen * Provision 4ft high from ground event stage * Venue set-up and stage decoration * the set-up should be completed at least a day before the main event and should have technical rehearsal before the event. * technical/skilled operators should closely coordinate with the respective program focal  CHARGED to KALAHI-CIDSS - KKB				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php130,000.00</b> ✓				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
Purpose:	<b>Service for the specified event/activity on November 15, 2024</b>						

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

\_\_\_\_\_  
 Signature of supplier/Authorized Representative over printed name

  
**EDLYN S. CANGQUE**  
 Canvasser