

**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT**

RFQ No. : **DSWD7-2025-1241**

Date : **August 13, 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 **August 18, 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 **within 30 calendar days after the receipt and conformity of Purchase Order.**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu 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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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	4,208	container	Supply and Delivery of Purified Drinking Water Specifications and other conditions: * Purified drinking water * More or less 5 gallons per container * At least 18-stages purification process * Frequency of delivery: at least minimum of 35 containers per week or as need arises upon request by end-user. * Service provider must have a back up power source (generator) for continuous operation in times of power outage. * Provision of free-use hot and cold bottom load water dispenser at least 30 units, and possible additional units upon request, if necessary. Preferably brandnew. * Billing should be done every month * Payment will be made within 30 calendar days upon receipt of billing statement with complete supporting documents. * Without prejudice to the provision of the applicable laws, rules and regulations, the contract shall be automatically terminated when the amount specified for this contract has been exhausted or up to December 31, 2025.				
Total:							
Approved Budget for the Contract: Php 210,400.00				"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: AD-Property and Supply Section							
PURPOSE : Drinking water supply for DSWD FO VII staff for CY 2025							

CHARL ALBERT J. TORREFIEL
Canvasser

 Signature of Supplier / Authorized Representative
 Over Printed Name

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