DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: **2021-08-0758-NP-SVP**
Date: **August 20, 2021**

Company Name :
Company Address :
Contact Person :
Contact No. :
Email Address :
Company TIN :
PhilGEPS Reg. 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 basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit , PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph** not later than **5:00 PM on August 27, 2021 (Friday).**

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

Terms and Conditions:

1. Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
2. Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
3. Services shall be delivered on: **Seven (7) days upon receipt of approved Purcase Order (PO)**
4. Place of Delivery: **DSWD Field Office MIMAROPA (1680 F.T. Benitez cor., Malvar Sts., Malate, Manila)**
5. Terms of Payment: **within 15-30 days upon final inspection and acceptance**
   Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)**
   Account Name: _____ **Account Number :** _____
   Bank Name: _____ **Branch:** _____
   ***Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
6. Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.**
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: _____
10. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www. philgeps.gov.ph to register"**

DAVE T. CORCORO
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052
Email: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph

_____
Signature Over Printed Name
(Supplier)

Procurement Form No. 04-A (Annex A)

Annex A

DSWD
Department of Social Welfare and Development

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

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RFQ No.: 2021-08-0758-NP-SVP

Date: ____________________ (should be filled up by suppliers)

MOP: NP- SVP

Company Name : ____________________

Company Address : ____________________

Contact Person : ____________________

Contact No. : ____________________

Email Address : ____________________

Company TIN : ____________________

PhilGEPS Reg. No. : ____________________

Item No.	Qty.	Unit		Bidder's Specifications	Unit Cost	Total Cost
1	15	piece	PURCHASE OF WAREHOUSE RACK			
			Specifications:			
			> Heavy Duty rack w/ 4 adjustable shelves			
			> Size: H 2400 x W 2100 x D 600			
			> Loading Capacity: 400kg			
			> Frame made of Steel			
			>>>>> NOTHING FOLLOWS <<<<<			
			Date of Delivery: Seven (7) days upon receipt of approved Purchase Order (PO)			
			Area of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)			
			PAGE 1 OF 1	"Failure to indicate information could be basis for non-compliance."		
			Total Approved Budget for the Contract: Php224,850.00			

PURPOSE: Purchase of Warehouse Rack to be used in Provincial SWADT Warehouses.

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IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

DAVE T. CORCORO
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052

☐ VAT
☐ Non-VAT

____
(Signature over printed name)
Supplier