



REQUEST FOR QUOTATION

RFQ No. 2021-09-0831 NP SVP  
 Date: September 23, 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, 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) 336-8106 to 07 loc. 111 or email to: ccrvictorio@dswd.gov.ph** not later than **5:00PM on September 30, 2021 (Thursday)**.

Very truly yours,

HARVY B. CALABIO  
 Administrative Officer V  
 Procurement Section  
 Tel. No: 5336-8106 loc 24051-52

Terms and Conditions:

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered October 29, 2021
- Place of Delivery: DSWD MIMAROPA 1680 FT. Benitez St. cor. Malvar St., Malate, Manila
- 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 t)  
 Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
 Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- 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.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- 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](http://www.philgeps.gov.ph) to register"

CATHERINE KATHY R. VICTORIO  
 Procurement Officer  
 Tel No: 5336-8106 loc 24051-52

\_\_\_\_\_  
 Signature Over Printed Name  
 (Supplier)



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

**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](http://www.philgeps.gov.ph) to register"

RFQ No. 2021-09-0831 NP SVP  
 Date: \_\_\_\_\_ (should be filled by suppliers)  
 MOP: SVP

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
<b>Furnitures and Fixtures</b>						
for SLP Implementation						
1	16	unit	<b>OFFICE CHAIRS</b>			
			Ergodynamic Mid Black Grey Mesh Office Chair			
			Blue fabric seat with head rest			
			Base Type: Chromed steal			
			Gas Lift: 120D			
			360° swivel			
			Tilt lock function			
			1 year warranty on movables parts			
2	15	units	<b>SLIP PEDESTAL METAL CABINET</b>			
			Drak grey			
			3 layers, with lock			
			W 32sm x D 50cm x H 66cm			
			with rollers			
			Legal size			
			***nothing follows***			
			Delivery date: October 29, 2021			
			Delievry place: DSWD MIMAROPA			
			1680 FT. Benitez St. cor. Malvar St., Malate, Manila			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
				"Failure to indicate information could be basis for non-compliance."		
<b>Approved Budget Cost: Php 139,000.00</b>						-

**PURPOSE:** for SLP Implementation

**PR No.:** 2021-09-0831 NP SVP

**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.

**CATHERINE CATHY R. VICTORIO**  
 Procurement Officer

VAT  
 Non-VAT

(Signature over printed name)  
 Supplier

Tel: 336-8106 Local 1011/Fax No: 8336-8106 Local 24051-52/Email: [procurement@dswd.gov.ph](mailto:procurement@dswd.gov.ph)