



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

REQUEST FOR QUOTATION

RFQ No.: 2021-09-0832-NP-SVP
 Date: September 21, 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 September 28, 2021 (Tuesday)**.

Very truly yours,

HARVY B. CALABIO
 Administrative Officer V
 Procurement Section

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 on: Within thirty (30) days upon receipt of approved Purchase Order (PO)
- Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor., Malvar Sts., 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)
 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 to register"

DAVE T. CORCORO
 Procurement Officer

 Signature Over Printed Name
 (Supplier)

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



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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	1	unit	FILING CABINET Specifications: > 4-Drawer Lateral Filing Cabinet with Anti-Tilt Lock Mechanism > With Steel Handle Lock > Compatible with A4, FC, Letter, and Legal sizes files > Color: Gray > Dimension: 90 (W) x 45 (D) x 103 (H) cm > Weight: 65 kgs > With four (4) months warranty Approved Budget Cost: Php13,000.00/ unit		
2	5	unit	MOBILE PEDESTAL Specifications: > With 3 drawers including Central Lock, 1 Pen Tray and 1 File Divider > Five (5) Swivel castors built for easy on mobility > Material: Powder-coated steel > Color: Gray > Dimension: 40 (W) x 56.5 (D) x 65.5 (H) cm > Weight: 14 kgs > With four (4) months warranty Approved Budget Cost: Php4,000.00/ unit		
3	5	unit	EXECUTIVE CHAIR Specifications: > Seat Upholstery: Combination of mesh and fabric for extra comfort > Metal and PU nylon arm rests, with removable headrest > Aluminum base > Adjustable seat height, with tilt mechanism > 360 degrees swivel function > Color: Black > Dimension: 61 (W) x 58 (D) x 94-102 (H) cm > Weight: 13 kgs > With four (4) months warranty Approved Budget Cost: Php6,000.00/ unit		
4	4	unit	STANDARD CLERICAL TABLE Specifications: > Top Panel: 25mm MFC board with PVC banding > Side Panel: 18mm MFC board with PVC banding > Comes with 2 wire management holes > With levelling glides to keep it steady > Dimension: 160 (W) x 80 (D) x 75 (H) cm > Color: Beech/ Dark Gray > With four (4) months warranty Approved Budget Cost: Php6,000.00/ unit		
5	1	unit	L-SHAPE EXECUTIVE TABLE Specifications: > Color: Table Top: Woodgrain maple/ Table Frame: Black > Material used: Table Top: Laminated wood/ Table Frame: Laminated Wood > Dimension (WxDxH) - Main Table: 1500 x 700 x 750mm - Side Table: 900 x 450 x 750mm > With four (4) months warranty Approved Budget Cost: Php13,000.00/ unit >>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Within 30 days upon receipt of approved Purchase Order (PO)		
			Area of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)		
			"Failure to indicate information could be basis for non-compliance."		
			PAGE 1 OF 1		
			Total Approved Budget for the Contract: Php100,000.00		

PURPOSE: Purchase of Semi-expandable furniture and fixtures for the use of EPAHP-RPMO.

PR No.: 2021-09-0832-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.

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

 (Signature over printed name)
 Supplier

VAT
 Non-VAT