



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

REQUEST FOR QUOTATION

RFQ No. 2021-10-0905 NP SVP
 Date: October 15, 2021

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

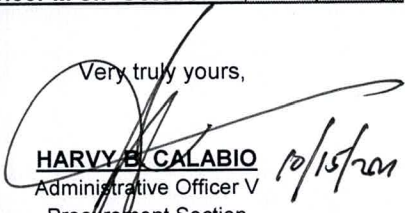
Sir/Madam:

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 October 22, 2021 (Friday)**.

Very truly yours,

HARVY B. GALABIO
 Administrative Officer V
 Procurement Section
 Tel. No: 5336-8106 loc 24051-5;

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: 7-10 days upon receipt of approved PO
- Place of Delivery: DSWD MIMAROPA 1680 F.T. Benitez St. cor Malcar 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)
 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 sepcified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cos the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidate damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or termin 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"**


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

 Signature Over Printed Name
 (Supplier)



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RFQ No. 2021-10-0905 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
1	3	pc	Lateral 3 layers filling cabinet gauge20 Specification: 3 layers filling cabinet Powder coated Gauge 20 thickness Central lock Measurements: 90 x 45 x 106 cm Delivery period: 30 calendar days			
2	3	pc	Easymount Pro: Dual monitor arm Specification: Desk clamp adjustable: 20 - 100mm VESA bracket compatibility: 75 x 75mm, 100 x 100 mm Weight: 4kgs Finish: Matte black Materials: Air-craft grade aluminum and professional Warranty: 1 year with lifetime service guarantee			
3	4	pc	Office partition with free standing table: 120H x 140Wwidth cm 120H x 70 Diameter cm Table 140 width x 70 dianeter cm Worktop laminated finish Note: Free assemble / service ***nothing follows*** Place of delivery: DSWD MIMAROPA 1680 F.T. Benitez St. cor Malcar St., Malate, Manila Date of delivery: 7-10 days upon receipt of kapproved PO	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."		
			Approved Budget Cost: Php 104,000.00			

PURPOSE: ICT Workstation and Cabinets

PR No.: 2021-10-0905 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

Tel: 336-8106 Local 01/Fax No: 8336-8106 Local 24051-52/Email: procurementd:

(Signature over printed name)
 Supplier

VAT
 Non-VAT