



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

REQUEST FOR QUOTATION

RFQ No.: 2022-05-0521-NP-SVP
Date: May 5, 2022

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 May 12, 2022 (Thursday)**.



Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

5.5.22

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: Seven (7) days upon receipt of approved Purchase Order (PO)
- Place of Delivery: SWAD Marinduque Office (Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque)
- 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

Telefax: 5336-8106 to 07 loc. 24052

Email: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph

Signature Over Printed Name
(Supplier)



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RFQ No.: 2022-05-0521-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 | 13 | unit | OFFICE CHAIR | | | |
| | | | Specifications: | | | |
| | | | > With adjustable headrest & footrest | | | |
| | | | > Comfort reclining | | | |
| | | | > 360 degrees swivel function | | | |
| | | | > 150kg maximum weight capacity | | | |
| | | | > Five (5) star chrome base | | | |
| 2 | 1 | unit | OFFICE TABLE | | | |
| | | | Specifications: | | | |
| | | | > Five (5) drawers for storage (3 with lock) | | | |
| | | | > One (1) door for storage | | | |
| | | | > 120 x 61 x 76 cm (LWH) | | | |
| 3 | 1 | unit | STEEL FILING CABINET WITH SAFETY VAULT | | | |
| | | | Specifications: | | | |
| | | | > Top portion provided with fire resistant compartment | | | |
| | | | > Outer door with lock and duplicate keys | | | |
| | | | > Inner door installed with imported dial combination lock | | | |
| | | | > Lower portion with three (3) ordinary legal size file drawers | | | |
| | | | > Installed with centralized lock with duplicate keys | | | |
| | | | > Handle with label holder, adjustable divider & ball bearing suspension | | | |
| | | | > Color: Wrinkle gray or wrinkle green | | | |
| | | | > Overall Dimension: 52" H x 19" W x 28" D; Gauge #20 | | | |
| 4 | 4 | unit | FOUR (4) DOORS STEEL FILING CABINET | | | |
| | | | Specifications: | | | |
| | | | > High quality cold-rolled steel | | | |
| | | | > The drawers are designed to accommodate (Letter and Legal sizes files) | | | |
| | | | > Drawers glide on hanging imported bearing type channel | | | |
| | | | > With 01-adjustable divider per each drawer | | | |
| | | | > Recessed handles with label holder, 01-cylinder lock and 02-pcs. Keys | | | |
| | | | > Finish: Smooth Plain Enamel | | | |
| | | | > Color: Beige | | | |
| | | | > Overall Dimension: 52" height x 18.5" width x 26" Depth | | | |
| | | | >>>> NOTHING FOLLOWS <<<<< | | | |
| | | | Date of Delivery: May 30, 2022 | | | |
| | | | Areas of Delivery: SWAD Marinduque Office (Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque) | | | |
| | | | Contact Person: MR. ADONIS ANALISTA | | | |
| | | | Contact Number: 0948-064-3762 | | | |
| | | | Approved Budget for the Contract: Php114,999.91 | | | |
| | | | PAGE 1 OF 1 | | | |
| | | | | "Failure to indicate information could be basis for non-compliance." | | |

PURPOSE: Purchase of Office Furniture for the use of SLP Marinduque Staff.

PR No.: 2022-05-0521-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

VAT
 Non-VAT

 (Signature over printed name)
 Supplier