



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

REQUEST FOR QUOTATION

RFQ No.: 2022-10-1178-NP-SVP
Date: October 26, 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, PCAB License, 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 MIMAROPA Region - BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: procurement.fomimaropa@dswd.gov.ph / dtcorcoro@dswd.gov.ph not later than **5:00 PM on November 2, 2022 (Wednesday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section Head

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: Twenty (20) days upon receipt of approved Purchase Order (PO)
- Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., 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 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

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 to register

RFQ No.: 2022-10-1178-NP-SVP

Date: _____ (should be filled up by supplier)

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

MOP: NP- SVP

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	1	unit	CONFERENCE TABLE Specifications: > Solid wood > MDF Board Finish > Six (6) seater > Oval Shape > Color: Wood Approved Budget Cost: Php16,000.00		
2	6	unit	CONFERENCE CHAIR Specifications: > High Back Chair > Color: Black > Size: 610mm (W) x 475mm (D) x 925mm (H) Approved Budget Cost: Php18,000.00		
3	20	unit	RECLINING ERGONOMIC OFFICECHAIR Specifications: > High Back, Adaptive Chair Arms, Adjustable Stool Height > Reclining Backrest: Max of 155° reclining, with tilt lock function to stay in place > Adjustable multi-functional 2D headrest > 360° Swivel > Maximum weight capacity up to 225 lbs. Approved Budget Cost: Php160,000.00		
4	1	unit	MAGIC GLASS BOARD Specifications: > Frameless > Tempered Glass > Thickness: 6mm > Color: White > Dimensions: 100cm x 200cm Approved Budget Cost: Php4,500.00		
5	1	unit	MAGIC GLASS BOARD Specifications: > Frameless > Tempered Glass > Thickness: 6mm > Color: White > Dimensions: 100cm x 150cm Approved Budget Cost: Php4,000.00		
6	2	unit	L-SHAPE EXECUTIVE TABLE Specifications: > Table Top: Woodgrain Maple, Laminated Wood > Table Frame: Black, Laminated Wood > Dimensions: - Main Table: 150cm x 70cm x 75cm - Side Table: 90cm x 45cm x 75cm Note: With four (4) months warranty Approved Budget Cost: Php24,000.00	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."	

PURPOSE: Purchase & Delivery of Office Furniture and Fixtures for the use of OARDO and SLP Staff.

PR No.: 2022-10-1178-NP-SVP

VAT
 Non-VAT

 (Signature over printed name)
 Supplier

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.



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 to register

RFQ No.: 2022-10-1178-NP-SVP

Date: _____ (should be filled up by supplier)

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

MOP: NP- SVP

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
7	2	unit	ERGONOMIC EXECUTIVE CHAIR Specifications: > Dimensions: 72cm x 68cm x 47cm > Color: Black > Weight Capacity: 160 kg > With Backrest Angle, Tilt and Lock > With Height Adjustable & Tilting Headrest > With Seat Sliding and Angle Adjustment > Full Function Mechanism > With Armrest Adjustment (4D Adjustment Armrests) Note: With four (4) months warranty Approved Budget Cost: Php34,000.00		
8	2	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 > Weight: 65 kg > Dimensions: 90cm (W) x 45cm (D) x 103cm (H) Note: With four (4) months warranty Approved Budget Cost: Php18,000.00		
9	2	unit	STEEL SHELVING-OPEN TYPE Specifications: > Seven (7) Adjustable Shelves > Dimensions: 72 inches (H) x 36 inches (W) x 18 inches (D) Approved Budget Cost: Php10,000.00 >>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Twenty (20) calendar days upon receipt of approved Purchase Order (PO) Area of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila) Contact Person: MS. PRINCESS AMERAH G. LUCMAN Contact Number: 0908-698-6695		
			TOTAL APPROVED BUDGET FOR THE CONTRACT Two Hundred Eighty-Eight Thousand Five Hundred Pesos Only (Php 288,500.00)	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."	

PURPOSE: Purchase & Delivery of Office Furniture and Fixtures for the use of OARDO and SLP Staff.

PR No.: 2022-10-1178-NP-SVP

VAT
 Non-VAT

 (Signature over printed name)
 Supplier

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.