

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

**REQUEST FOR QUOTATION**RFQ No.: 2023-05-0695-NP-SVPDate: May 17, 2023

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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return** and a notarized or unnotarized **Omnibus Sworn Statement in accordance with the attached format marked as Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). 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](mailto:procurement.fomimaropa@dswd.gov.ph)** not later than **5:00 PM on May 24, 2023 (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:**

1. Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: Twenty-Five (25) calendar days upon receipt of approved Purchase Order (PO)
4. Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)
5. 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**
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: \_\_\_\_\_
10. 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"

  
**DAVE T. CORCORO**

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

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



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RFQ No.: 2023-05-0695-NP-SVP

Date: \_\_\_\_\_ (should be filled up by supplier)

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 (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance	Unit Cost	Total Cost
1	3	piece	OFFICE TABLE			
			Specifications:			
			> Wood top			
			> Powder coated, Metal legs			
			> Bullnose edge			
			> Size: L-47" x H-30" x W-28"			
2	3	piece	RECLINING ERGONOMIC OFFICE CHAIR			
			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 and Maximum weight capacity up to 225lbs			
3	3	piece	MOBILE PEDESTAL			
			Specifications:			
			> Materials: All metal construction, nylon slide for all drawers, caster 5mm, gauge - 0.9mm or gauge 20			
			> Accessories: Pencil tray and file divider, flush handle, central locking system, 2 small drawers, 1 big drawer			
			> Color: Black			
4	1	piece	LATERAL TWO (2) DRAWERS FILING CABINET			
			Specifications:			
			> Two (2) hanging bard in per drawer, Central lock with keys with anti-tilt mechanism, three (3) sections slide rails			
			> Color: Black			
			> Size: L 33 43" x H 52" x W 18"			
5	7	piece	ADJUSTABLE FIVE (5) LAYER METAL SHELVES			
			Specifications:			
			> Color: Beige, > Size: 90 W x 45 D x 180 H cm			
			>>>> NOTHING FOLLOWS <<<<<			
			Date of Delivery: Twenty-Five (25) 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: MR. JOHN MICHAEL T. FRIAS			
			Contact Number: 0910-129-8274			
			TOTAL APPROVED BUDGET FOR THE CONTRACT One Hundred Thirty-Four Thousand One Hundred Pesos Only (Php 134,100.00)			
				Note: Please specify brand model/origin.		
			PAGE 1 OF 1			

PURPOSE: Purchase &amp; Delivery of Furniture &amp; Fixtures for the use of MIMAROPA Youth Center (MYC) Staff.

PR No.: 2023-05-0695-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.