



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2024-1422A
 Date : October 21, 2024

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Registration 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 the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A**, please attach in your quotation/s a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid **Mayor's Permit & Philgeps Registration Number** upon submission of quotation/s.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 17126 or e-mail to **kalahiaf7.procurement23@gmail.com** on or before **October 25, 2024 at 1:00 pm**.

Very truly yours,

ENGR. EMMANUEL M. EDLES
 Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Quotation validity shall be not less than **60 calendar days**.
- Good/s or Services shall be delivered within 30 days calendar from receipt and conformity of Purchase Order.
- Place of Delivery: **Pantawid Office of Talibon & Tubigon, Bohol**
- Terms of Payment: **within 30 calendar days from the completion of delivery and receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
- Warranty Period, if applicable: _____

EDLYN S. CANGQUE
 Canvasser

I am interested to quote and agree to the terms and conditions.

 (Signature over Printed Name of Supplier /
 Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

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Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	20	piece	Office Table - 1 center drawer & 3 fixed drawers at right side - with central locking system - atleast 1 inch melamine top duck-nose edge - approximately 120 cms length x 60cms width x 75cms height - color: gray				
2	20	piece	Office Chair (Ergonomic) - clerical chair with armrest Specifications: Ergonomic with tilting mechanism Color: Black Fabric Base Capacity: at least 100kg. Adjustable Seat Height No. of Wheels: 5 pcs PVC caster with metal chrome base				
3	20	piece	Mobile Pedestal Specifications: Dimension: 40 (w) x 56.5 (d) x 65.5 (h) cm with caster Color: Gray powder coated Steel, 3 drawers, 1 central lock 1 pen tray, 1 file divider				
			Note: To be delivered in Talibon, Bohol - 13 sets Tubigon, Bohol - 7 sets				
						Total:	
Approved Budget for the Contract: Php380,000.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: OPD-Pantawid Section							
Fund Source: Pag-abot							
Purpose :		For replacement of office furniture and equipment in Pantawid Office of Talibon fire incident and Tubigon, Bohol					

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

EDLYN S. CANGQUE
Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name