



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2022-1844
 Date : November 23, 2022

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 kc.af7.procurement@gmail.com on or before **November 28, 2022 at 4:00 Pm.**

Very truly yours,


EMMANUEL M. EDIES
 AO V/Head, Procurement Management Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered within 30 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of delivery and receipt of Billing Statement / Sales Invoice.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. 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.
8. 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	unit	OFFICE CHAIR Specifications: Clerical, Ergonomic design with armrest; Black; With adjustable seat height; with gas lift; Heavy duty up to 100kgs fabric use capacity, thick cushion; Metal chrome base; No of wheels: 5 (See attached picture/image) (actual offer subject for approval prior to delivery)				
2	3	unit	METAL LATERAL FILE CABINET Specifications: 3 layer vertical cabinet; with centralized locking; File size accommodated: Letter/Legal/A4/F4; Material: Steel Structure with powder coating; Dimension: H=106 cm, W=46 cm, D= 62cm more or less; color: Light Gray (See attached picture/image) (actual offer subject for approval prior to delivery)				
3	13	unit	MONOBLOC CHAIR Specifications: Without armrest, White, Plastic PP, approx. 2.9kg Dimension: 38 x 37x70 (See attached picture/image) (actual offer subject for approval prior to delivery)				
Approved Budget for the Contract: Php140,000				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
Purpose :		for KC-NCDDP AF staff use					

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


EDLYN S. CANGQUE
Convasser

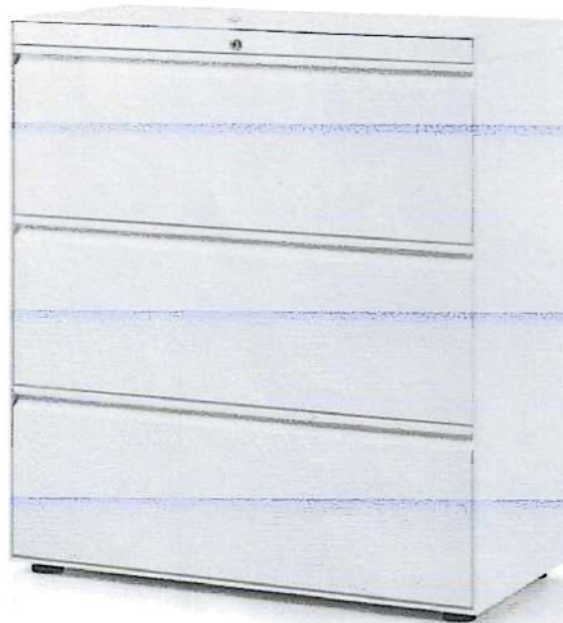
Signature of Supplier / Authorized Representative
Over Printed Name



Office Chair



Monobloc chair



3 Layer Metal Filing Cabinet