



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office VII
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION
 SHOPPING**

RFQ No. : DSWD7-2024-1133
 Date : August 30, 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 a duly notarized certification to this effect.

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


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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **September 04, 2024 at 5:00PM**.

Very truly yours,


ENGR. EMMANUEL M. EDLES
 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: **Nicolas K. Solon Bldg., Door 10, Bantayan, Dumaguete City, Negros Oriental**
5. Terms of Payment: **within 30 days from the receipt of billing statement**.
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: _____


CHARL ALBERT J. TORREFIEL
 Canvasser

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

 (Signature over Printed Name of Supplier / Service
 Provider / Authorized Representative)



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

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____


RFQ No. DSWD7-2024-1133

Date: August 29, 2024

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Supply and Delivery of Furnitures and Fixtures				
1	3	unit	Office Chair (ERGONOMIC) Clerical chair with armrest Specifications: Ergodynamic with tilting mechanism Color: Black fabric Base Capacity: At least 100kg Adjsutable seat height No. of wheels: 5pcs PVC Caster with Metal Chrome Base				
2	3	unit	Office Table 1 center drawer and 3 fixed drawers at the right side; with central locking system; at least 1 inch melamine top duck-nose edge; Actual Dimension: approximately 120cm Length x 60 cm Width x 75cm Height Color: Light Gray				
3	2	unit	Mobile Pedestal Cabinet Mobile Pedestal, 3 drawers 1 central locking, 1 pen tray and 1 file divider. Material: Steel structure with powder coating. Actual dimension: 40 (W) x 56.5 (D) x 65.5 (H); Color: Gray				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
4	1	unit	Lateral Cabinet With centralized locking; file size accommodated; Letter/Legal/A4/F4 Material: Steel structure with powder coating; Dimension: H=106cm, W=46cm more or less; Color: Light Gray				
Total:							
Approved Budget for the Contract: Php 55,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: SFP							
PURPOSE : Provision of office furnitures and fixtures for Supplementary Feeding Program staff in Negros Oriental Province.							

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


CHARL ALBERT J. TORREFIEL
 Canvasser

 Signature of Supplier / Authorized Representative
 Over Printed Name

(page 2 of 2)







