



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. : DSWD7-2025-0622

Date : May 8, 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) 887-9720; 233-0261; 231-2172 local 17140 or 17110 or e-mail to bac.fo7@dswd.gov.ph on or before **May 13, 2025 at 09:00AM**.


Very truly yours,


ENGR. EMMANUEL M. EDLES

AO V/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 7 days after the receipt and conformity of Purchase Order.**
- Place of Delivery: **DSWD FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
- Terms of Payment: **within 30 days from the receipt of billing statement.**
- 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: _____


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.: **DSWD7-2025-0622**Date: **May 8, 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 Furniture and Equipment				
1	1	unit	Rectangular Conference Table Dim: W420xD120xH75 cm. 4 to 16 Seaters Melamine Laminated Materials Color: Adis Walnut-Premium Gray 				
2	25	unit	ERGONOMIC CHAIRS Clerical, ergonomic design with armrest Foam Cushioned Seatrest Plastic Armrest With Tilt, Swivel and Height Adjustment Function 5-Star Tripod Metal Base in Chrome Finish Color: PU Leather Black Dimensions: Length: (+/-) 655mm Width: (+/-) 684mm Height: (+/-) 1160-1250mm 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
3	1	unit	<p>EXECUTIVE TABLE with Side Return 160cm x 185 cm (with extension) x 80 cm x 140 cm Material: Laminated Wood Color: Walnut Brown & Gray</p> 				
4	6	unit	<p>EXECUTIVE TABLE WITH ERGONOMIC CHAIR 140 cm x 70 cm Material: Laminated Wood Color: Walnut Brown</p> 				


Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
5	3	unit	Executive Table Fixed Center, Side Drawers and Cabinets Main Table: W140xD60xH75 cm. Melamine Laminated Materials Color: Black Walnut 				
6	1	unit	Rectangular Conference Table Dim: W240xD120xH75 cm. 6 to 8 Seaters Laminated Table Top Powder Coated Metal Legs Color: Walnut (Top), Dark Gray (Legs) 				
7	12	piece	Guest chair without arm Mesh Backrest 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
8	1	set	4 Seater Sofa Width: 253 cm Depth: 77 cm Height: 91 cm Frame: Wood Fabric: 100% Polyester Color to be finalized upon receipt of PO 				
9	1	set	4 Seater Sofa Width: 323 cm Depth: 85 cm Height: 90 cm Frame: Plywood & Gmelina wood Fixed Seat Cushion: Polyurethane foam Loose Back Cushion: Polyester fiber Fabric: 100% Polyester Leg: Metal leg in chrome finish Color to be finalized upon receipt of PO 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
10	2	unit	<p>HIGH CHAIR FOR CONCEIRGE AT 2ND FLOOR</p> <p>Measurements Width: (+/-) 44 cm Depth: (+/-) 41 cm Height: (+/-) 113 cm Seat Height: (+/-) 75 cm</p> <p>Materials Upholstered with polyester fabric and Rubber wood frame & legs</p> <p>Color: Brown Slate</p> <p>Weight Capacity: (+/-) 120 kgs</p> 				
11	1	unit	<p>High Chair for PACD Materials: Leatherette Seat, and Black Chrome</p> 				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
12	9	unit	TRASH BIN 50L Stainless Steel 304 Round Swing Lid Push Bin (With Inner Bucket) Outer: (+/-) D35xH57.5 Inner Bucket: (+/-) D32xH52				
Total:							
Approved Budget for the Contract: Php 623,500.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: ADMIN							
PURPOSE : Various furniture requirement for the Second Floor Main							

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)