



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2022-1418
Date : August 30, 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.

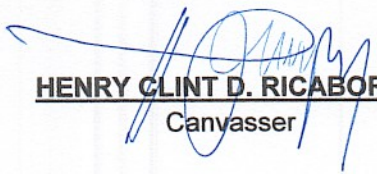
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 17126 or e-mail to **kc.af7.procurement@gmail.com** on or before **September 07, 2022 at 11:00 am**.

Very truly yours,


ROSARIO P. BACONG
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 30 days calendar from receipt and conformity of Purchase Order.
- Place of Delivery: **DSWD Field Office VII, Cebu City**
- 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: _____


HENRY CLINT D. RICABORDA
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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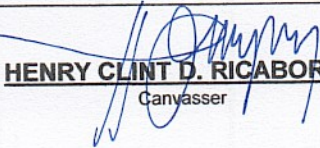
Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	16	unit	EXECUTIVE CHAIR * High back with armrest, chrome legs * Material: Leather/Leatherette * Color: Black * Dimension: L24" x W21" x H43.5" - 46.5", approximately * Service warranty of at least 6 months * See attached picture for reference				
2	37	unit	OFFICE CHAIR Specifications: *Mid-back w/adjustable armrest (flip armrest) *Ergodynamic, chrome legs with tilting mechanism *Color black fabric *At least 100kg capacity *5-metal chrome based wheels * See attached picture for reference				
3	1	unit	ADJUSTABLE CHAIR AND TABLE Specifications: *Laminated Table Top *Plastic Cushioned Seatrest *Powder Coated Metal Frame and Legs * See attached picture for reference				
4	2	unit	15 Doors Metal Locker Specifications: *Dimention: W90" x D45" x H185 cm, approximately *Each Doors with Keylocks *Powder Coated Metal Smooth Finish *Color: Beech * See attached picture for reference				

Approved Budget for the Contract: **Php 378,399.84**

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 : **Office Supplies to be used for KC-NCDDP AF staff**

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


HENRY CLINT D. RICABORDA
Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name