



**REQUEST FOR QUOTATION
 SHOPPING**

RFQ No. : DSWD7-2023-1020
 Date : July 5, 2023

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 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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **July 11, 2023 at 5:00PM.**

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 30 days calendar from receipt and conformity of P.O.**
- 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: _____


REINAFLORE C. VISTO
 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: _____

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Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	3	unit	MOBILE PEDESTAL CABINET Specifications: Metal, with 3drawers, movable with roller caster, color gray ; Dimension: 40cm X 37cm X 61cm, approximately; service warranty of at least 6 months				
2	3	unit	OFFICE TABLE Specifications: With center drawer and 3 side drawers, central locking system with keys; bullnose edge, sturdy build; wet, heat and scratch resistant; melamine finished; color light gray; Dimension: 120cm x 60cm x 75cm, approximately; service warranty of at least 6 months				
3	3	unit	OFFICE CHAIR Specifications: Clerical, Ergonomic design with armrest ; Color: 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				
4	1	unit	STEEL FILING CABINET Specifications: 4 layer lateral filing cabinet; powder coated in light beige (Ivory Color) with central lock for drawers; with smooth push / pull mechanism; Dimension: 90cm(W) x 45cm(D) x 132cm(H), approximately; service warranty of at least 6 months				
			Refer attached picture				
Total:							
Approved Budget for the Contract: Php 66,800.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PSD - SFP							
PURPOSE : Provision of office furnitures and fixtures for SFP staff used.							

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

REINAFLORE C. VISTO
Cavasser

Signature of Supplier / Authorized Representative Over
Printed Name

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