



**REQUEST FOR QUOTATION  
 SHOPPING**

RFQ No. : DSWD7-2020-1482  
 Date : December 14, 2020

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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **December 17, 2020 at 5:00pm**.

Very truly yours,

  
**ROSARIO P. BACONG**  
 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 calendar days** upon receipt and conformity of PO.
4. Place of Delivery: DSWD FO VII, Cebu City
5. Terms of Payment: within 30 calendar days from the 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: \_\_\_\_\_

  
**REINAFLOR C. VISTO**  
 Canvasser

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

\_\_\_\_\_  
 (Signature over Printed Name of Supplier /  
 Authorized Representative)

**DSWD** DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Department of Social Welfare and Development  
 Field Office VII, Cebu City

RFQ No.: DSWD7-2020-1482  
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Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	5	pcs	<b>ELECTRIC STAND FAN, 16"</b> front, plastic blade <b>Motor: 70 W, 3-speed, 1480 RPM</b>				
2	5	pcs	<b>TOWER FAN, 8-SPEED, 55W, 1230 RPM, 90 degree</b> oscillation with ionizer, 12-hour timer, with remote control room, temperature display, preset timer function				
3	5	pcs	<b>TIME RECORDER/BUNDY CLOCK</b> <b>Specifications:</b> * Large digital LCD display * Power failure back-up battery * Automatic card feed and release * Auto detection of correct time card side * High speed printing and low noise				
4	5	pcs	<b>BILL/MONEY COUNTER, automatic detection of UV (ultraviolet) and MG while counting</b> * Batch counting and add counting * Automatic start, stop and clear * High counting speed: 1,000 notes/minute * with counterfeit alarm * with side and front LCD * Automatic half-note detection				
5	5	pcs	<b>OFFICE CHAIR, black, with armrest, ergonomic thick cushion</b>				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
6	5	pcs	<b>OFFICE TABLE</b> , clerical, 120 cm x 60 cm x 75 cm with 3 drawers, melamine <b>TYPEWRITER</b> , manual, 46 keys, margin alignment character insertion <b>Line Spacing:</b> 1/1.5/2/2.5/3 <b>shift:</b> Yes <b>Ribbon Selector:</b> black, red, stencil <b>Exchangeable Carriage:</b> Yes <b>Tabulator:</b> Tab set <b>Impression control:</b> 6 settings				
7	2	units	<b>FOLDABLE TABLE</b> , multipurpose <b>size:</b> 180cm x 60cm x 75cm <b>color:</b> wallnut				
8	5	pcs	<b>AIRCONDITION UNIT, WINDOW TYPE AIR CONDITIONER, 1HP, at least 9200 KJ/H cooling capacity</b> *at least 10.4 KJ/H/W EER *R4100A Refrigerant * with 24 hrs timer * 2 years general warranty * 5 years compressor warranty				
9	5	units	<b>WALL FAN, 16" plastic blade, chrome plated stand guards, 3 speed control with oscillation, with built in thermal fuse</b>				
10	5	pcs					
Approved Budget for the Contract: Php 300,000.00							
Charge to: <b>FO Funds</b>							
End User: <b>FMD, HRMD and ADMIN</b>							
Purpose : For FMD, HRMD, ADMIN used							
Note: "Bidders Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.							

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

Signature of Supplier / Authorized Representative  
Over Printed Name

**REINAFILOR C. VISTO**  
Canvasser