



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2021-1147
 Date : October 4, 2021

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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **October 11, 2021 at 5:00pm**.

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, Carreta, Cebu City**
- Terms of Payment: **within 30 calendar days from the 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: _____


BRYAN C. LAGARE
 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

RFQ No.:

DSWD7-2021-1147

Date:

October 4, 2021

Company Name _____
 Company Address _____
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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	10	unit	Office Table Specification: * Dimension: 120cm x 60cm x 75 cm approximately * With center drawer and 3 side drawers, central locking system with keys * Bullnose edge, sturdy build * Wet, head and scratch resistant * Melamine finished * Color: Light Gray * Service warranty of at least 6 months				
2	10	unit	Office Chair Specification: * Clerical, Ergonomic design with armrest * Metal chrome base * Thick cushion, mesh fabric * Adjustable seat height * Durable castor wheel with maximum capacity of 100kgs, heavy duty * Color: Black * Service warranty of at least 6 months				
3	10	unit	Mobile Pedestal Specification: * Dimensions: 15" W x 20" L x 25" H, approximately * 3-Drawer metal file cabinet with 5 casters * With central locking system * With pencil tray and file dividers * Powder-coated finish * Color: Gray/Beige * Service warranty of at least 6 months				
			Total:				

Approved Budget for the Contract: **Php 125,000.00**

End User: **PAMS**

Purpose : **For Field Office VII staff use**

Note: "Bidder's 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.


BRYAN C. LAGARE
 Canvasser

 Signature of Supplier / Authorized Representative
 Over Printed Name