



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2021- 0392
 Date : March 23, 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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **March 26, 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: **VDRC, Tingub, Mandaue 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: _____


JOCELYN G. PADO
 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	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	2	unit	Mobile Pedestal 3 layer with one main key Width: 400 mm Height: 650mm Depth: 55mm Colors: Powder coated-Ivory or Gray				
2	2	unit	2 Door sliding cabinet Dimension: W900mm x D400mm x H1850mm No. of Shelves: 5 layer sliding tempered glass Material: Powder Coated Metal Smooth Finish Colors: Light biege				
3	4	unit	Office Table Dimension: W120cm x D70cm x H74cm Office Table with U-mobile pedestal set Melamine laminated , legs and front board are metal with powder coated Other specification: Color: Off white or Gray Place of Delivery: Vdrc, Tinguib, Mandauue City				
			Total:				
Approved Budget for the Contract: Php 52,800.00							
End User: Visayas Disaster Resource Section (VDRC)							
Purpose : Mobile Pedestal and Office Table for Mobile Office; 2-door sliding Cabinet for filing of documents in VDRC							
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.

Signature of Supplier / Authorized Representative
 Over Printed Name

JOCELYN G. PADAO
 Canvasser