



**REQUEST FOR QUOTATION**  
**SHOPPING**

RFQ No. : DSWD7-2021- 1069  
 Date : September 8, 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 **September 14, 2021 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 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: DSWD Field Office VII, Carreta, 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: \_\_\_\_\_

  
**LEIF WAYNE YOUNG**  
 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- 1069Date: September 8, 2021

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
<b>FURNITURES AND FIXTURES</b>							
1	2	pc	<b>Executive Table</b> <b>Specification:</b> Dimension: 1.6M-1.8M, approximately Color: Cherry Wood/Dark walnut Set Includes: 1 Main Table + Side Table + Mobile Drawer Service warranty of at least 6 months See attached picture for reference				
2	10	pc	<b>Office Table</b> <b>Specification:</b> Dimension: 120cm x 60cm c 75cm, approximately 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 Service warranty of at least 6 months				
3	2	unit	<b>Executive Chair</b> <b>Specification:</b> High black with armrest, chrome legs Material: Leather/ leatherette Color: Black Dimension: L24" X W21" X 46.5", approximately Service warranty of at least 6 months See attached picture for reference				

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
4	10	unit	<b>Office Chair</b> <b>Specification:</b> Clerical, Ergonomical 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				
5	10	unit	<b>Mobile Pedestal</b> <b>Specification:</b> Dimension: 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				
			<b>Total:</b>				
Approved Budget for the Contract: Php 171,800.00				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: PAMS							
Purpose : For field office VII staff use							

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

  
**LEIF WAYNE YOUNG**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative  
 Over Printed Name