



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office VII
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

**REQUEST FOR QUOTATION
 NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2022-0847
 Date : May 06, 2022

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 service providers are required to submit true copies of their valid **Mayor's/Business Permit & Philgeps Registration Number** upon submission of quotation. An Omnibus Sworn Statement shall be required prior to award.

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 **May 10, 2022 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 P.O.**
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
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: _____


BONAPARTE D. CASEÑAS II
 Canvasser

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

 (Signature over Printed Name of Supplier / Service
 Provider / Authorized Representative)



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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	1	lot	<p>REPAIR AND IMPROVEMENT OF OFFICE CUBICLE / PARTITION SYSTEM</p> <p>Specifications and scope of works:</p> <ul style="list-style-type: none"> • at least 5cm thk partition panels with PVC/Aluminum edging • 14-units cubicle/workstation with table top • with metal center drawer & lock per table top • finishing: fabric, color blue (same shade with existing color at the office) • dimensions: approximately 120cmW x 60cmD x 130cmH for cubicles with table top while 160cmH for high partition only • see attached layout • submit sample materials for approval prior to production • 1-unit L-Shape Office Table, heavy-duty laminated boards, walnut finish, sturdy metal legs, with metal center drawer & lock, approx. 140x60x120x45cm (see picture/image for guidance) • 2-units Metal Locker, 15-doors, with individual lock & keys, with airvent & tag holder, powder coated metal smooth finish, color (dark gray-main body; door-light gray) (see attached picture/image for guidance) • Place of delivery and installation: PPD & PSS Office, DSWD Field Office VII, Carreta, Cebu City • Duration: 30 Calendar Days 				
Approved Budget for the Contract: Php 643,000.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: PPD							
PURPOSE : for repair and improvement of office partition system at PPD and PSS Office							

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

Bonaparte DC II
BONAPARTE D. CASEÑAS II
Cannasser

Signature of Supplier / Authorized Representative
Over Printed Name