

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-08-515^k
PR No. See Annex A
Mode of Procurement: NP-SVP

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification,
please fill out all the items accordingly.
Indicate "N/A" if not applicable. Thank you!

***Title of the Project: Purchase of Semi-Expendable (Furniture & Fixtures) to be used by various offices/programs of DSWD FO III for the 2nd Semester of 2022.**

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 basis for non – compliance. Also, 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 **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.


Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to quotation.fo3@dswd.gov.ph not later than **3:00PM August 22, 2022**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number] [Deadline of Submission]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,


JENNIFER CAMPANG MORALES
Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: Item Basis Lot Basis
- No negative feedback/record of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: Forty (40) Calendar Day
- Place of Delivery: DSWD FOIII, DMGC Brgy., Maimpis City of San Fernando Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
**Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.*
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.


R. ODUJAN
PPMU

(Signature over Printed Name)
Supplier

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

*Company Name: _____
 *Company Address: _____
 *Contact Person: _____
 *Contact No.: _____
 *PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
			SEMI-EXPENDABLE (FURNITURE AND FIXTURE)			
			LOT A.			
1	8	unit	OFFICE CHAIR Material: Mesh, Metal Chrome Base With Armrest Polypropylene (Pp) Plastic Product Dimension: (W) 53 x (D) 58 x (H) 90-100 cm Color: Black Pneumatic Seat, Moves the seat up and down to adapt to various body heights, Tilt Lock, Tilt lock allows the user to lock out the tilt function, Knee Tilt, Mechanism rotates the seat from a point near the front to comfortably recline Warranty: One (1) year			
2	11	units	VISITOR CHAIR Dimensions: W57 x D74 x H95cm Color: Fabric: Black Metal: Chrome Backrest and Seat: 13mm thick plywood with thick foam covered with PU faux leather Armrest: 13mm thick plywood covered with PU faux leather fabric Legs: 20 x 40mm x 1.0mm thick metal tube in chrome plating finish Assembly Required: Yes Warranty: Six (6) months			
3	5	units	FILING CABINET VERTICAL Drawer: Four (4) Drawers Material: Steel Dimensions: H133-138 X D62 X W46 cm Locking Mechanism: Centralized Lock and Self Locking Mechanism Color: Light Gray or Beige Warranty: One (1) year			
4	3	units	FILING CABINET/STEEL LATERAL FILING CABINET Drawer: Four (4) drawers Size: W900 x D450 x H1328mm Other Details: Centralized Locking System Star Base: Metal Color: Gray or Beige Warranty: one (1) year warranty			
5	4	units	EXECUTIVE TABLE Material: MDF Board Dimension: H760 x D600 x W1600mm Drawers: Three (3) Drawers Right Side with Lock, Three (3) Drawer Left Side with Lock and One (1) at the Center with Lock Color: Dark or Light Brown Warranty: One (1) Year			
6	5	units	OFFICE TABLE with 3 side drawer and keyboard shelf Material: Melamine Board Top with Centralized Locking Mechanism and			

			Scratched Resistance Body is made of quality cold rolled steel		
			Thickness: Gauge 22		
			Color: Beige		
			Size: W1200 x L600 x H750 x 750mm		
			warranty: six months		
			LOT B.		
1	1	piece	PRODUCTION TABLE		
			Stainless fabricated 8ft, w: 4.0ft H: 2.80ft		
			Stainless steel sheet grade 306 (plain) Mild angle bar - 1.5 x 1.5 in size and 3mm to 6mm thickness steel round tube atleast 2" diameter 2mm wall thick		
			NOTE:		
			> No negative feedback/record of End User to Service Provider within Three (3) Months.		
			> No extension and modification of delivery		
			* NOTHING FOLLOWS *		
				LOT A	329,515.00
				LOT B	14,000.00
			Approved Budget for the Contract: PhP 343,515.00		

PURPOSE: Purchase of Semi-Expendable (Furniture & Fixtures) to be used by various offices/programs of DSWD FO III for the 2nd Semester of 2022.
PR No. 2022-05-606, 2022-06-733 & 2022-07-850

IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. **FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check price, your (i.e. bid technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!**


JENNIFER C. MORALES
 Procurement Office

 Supplier