DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

	PR No. <u>2022-09-1259</u> Mode of Procurement: NP-SVP
*Company Name:	
*Company Address:	*REQUIRED. To avoid bid disqualification,
*Contact Person:	please fill out all the items accordingly.
*Contact No.:	Indicate "N/A" if not applicable. Thank you!
*Email Address:	
*PhilGeps Reg. No.:	

*Title of the Project: Purchase of Furniture and Fixtures for the use of Property and Supply Section.

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 <u>submit this from together with Annex A</u> 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 <u>email to</u> <u>guotation.fo3@dswd.gov.ph</u> not later than <u>3:00PM October 5, 2022</u>. 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: [<u>RFQ Number] [Deadline of Submission]</u>. Bids submitted must be in **pdf format** ONLY clearly scanned in a <u>SINGLE</u> FILE. Any supporting documents shall be saved in a separate pdf file.



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Terms and Conditions:

- 1. Award shall be made on per: Item Basis Lot Basis
- 2. No negative feedback/record of End User to Service Provider within Three (3) Months.
- 3. Quotation validity shall be: Thirty (30) Calendar Days
- 4. Good/s/Activity shall be delivered within: Thirty (30) Calendar Days
- 5. Place of Delivery: DSWD FOIII, DMGC Brgy., Maimpis City of San Fernando Pampanga
- 6. 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.

- 7. 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.
- 8. For goods, please indicate brand, model and country or origin.
- 9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 10. Please indicate Warranty:
- 11. 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.

(Signature over Printed Name) Supplier

Procurement Form No. 04-A "ANNEX A"

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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." RFQ No. 2022-09-966 Date:

*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
			FURNITURE AND FIXTURES			
1	5	pieces	FILING CABINET/STEEL LATERAL FILING CABINET			
			Drawer: Four (4) drawers			
			Color: Light Gray			
			Locking Mechanism: Centralized Lock and Self Locking Mechanism			
			Size: W900 x D450 x H1328mm			
			Material: Steel			
			Warranty: one (1) year warranty			
					-	
2	4	pieces	STEEL VERTICAL FILING CABINET			
			Drawer: Four (4) drawers			
			Color: Light Gray			
			Locking Mechanism: Centralized Lock and Self Locking Mechanism			
			Size: H138 x D62 x W46cm			
			Material: Steel			
	- New York, and the second second		Warranty: one (1) year warranty			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 147,150.00			

PURPOSE:

PR No. IMPORTANT: Purchase of Furniture and Fixtures for the use of Property and Supply Section.

2022-09-1259
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 derivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

FER C. MORALES JENNI Procuremen Officer

Supplier