

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

## REQUEST FOR QUOTATION

RFQ No. 2023-08-110  
PR No. 2023-08-131  
Mode of Proc: 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 OFFICE TABLE AND FOLDING CHAIRS FOR THE USE OF RHFG RESIDENTS.**

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

**NP-Small Value Procurement (for NP-SVP)**

- Philgeps Registration Number
- Valid Mayor's Permit
- Latest Income/Business Tax Return (for ABCs 500k and above)


For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership** may be submitted in lieu of the said documents. Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – <b>"BID SUBMISSION"</b>
<b>IN PERSON SUBMISSION</b>	Procurement Section, 2 <sup>nd</sup> Floor, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>10:00 AM September 5, 2023</b>

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format ONLY clearly scanned** in a **SINGLE FILE** including supporting documents

Very truly yours,

  
**RAYMUND VINCENT A. PANLILIO**  
 OIC Admin Division Chief  
 Concurrent Procurement Section Chief

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Lot Basis
  2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
  3. Quotation validity shall be: Thirty (30) Calendar Day
  4. Goods shall be delivered within: Thirty (30) Calendar Days
  5. Place of Delivery: DSWD FO III, Maimpis, CSFP
  6. Terms of Payment: 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 (If applicable): \_\_\_\_\_
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. 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](http://www.philgeps.gov.ph) and register for free.

  
**KEILYN JOY B. CALMA**

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."

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Date: \_\_\_\_\_

\*Company Name: \_\_\_\_\_  
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\*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	3	PIECES	<b>OFFICE TABLE</b> Dimension: W39.9" x D24" x H29.75" Color: Light Gray, Gray metal body Keyboard Drawer, Three (3) side drawers with center lock Warranty: One (1) year warranty Warranty covers free repair and replacement			
	24	PIECES	<b>FOLDING CHAIRS</b> Commercial Grade Premium Folding Chair, Folds for Organized Storage Navy Fabric Upholstered Seat and Back, 2.5" thick foam padded seat Constructed of .22mm x 1.2mm round steel frame, gray frame finish Non-marring glides, frame allows for indoor and outdoor use			
* NOTHING FOLLOWS *						
Approved Budget for the Contract: PhP 139,080.00						

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

In WORDS: _____ _____	In FIGURES: PHP _____
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PURPOSE: **PURCHASE OF OFFICE TABLE AND FOLDING CHAIRS FOR THE USE OF RHFG RESIDENTS.**

PR No. **2023-08-131**

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 your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"**

  
**RAYMUND VINCENT A. PANLILIO**  
OIC - Admin Division Chief  
Concurrent Procurement Section Chief

\_\_\_\_\_  
Supplier