

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

REQUEST FOR QUOTATION

RFQ No. 2024-03-013  
PR No. 2024-03-010  
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 SEMI EXPANDABLE (FURNITURE AND FIXTURES) FOR THE USE OF DRMD CY 2024**

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**

- Philgeps Registration Number;
- Valid Mayor's Permit;

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 document

- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

If awarded, kindly submit the notarized Omnibus Sworn Statement within 2 days upon receipt of the Notice of Award.

- Latest Income/Business Tax Return (for ABCs 500k and above);
- Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature or photos with readable brand, and specifications (**i.e brochure, websites, clear pictures showing the brand, model, and description**), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. **(This is not applicable for Catering Services)**
- For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation:
  - a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;

- b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
- c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

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/fo3bacsit">https://tinyurl.com/fo3bacsit</a>  in case of difficulty accessing the above link, you may access the alternate link:  <a href="https://bit.ly/fo3bacsit">https://bit.ly/fo3bacsit</a>  Select the Menu – “ <b>BID SUBMISSION</b> ”
<b>IN PERSON SUBMISSION</b>	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>02:00 PM March 06, 2024</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,



**ADRIAN D. MORALES**  
OIC- Procurement Section Chief

**Terms and Conditions:**

1. Award shall be made on per: ☐ Item Basis ☒ Lot Basis
2. No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
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 FO III, MAIMPIS, CITY OF SAN FERNANDO PAMPANGA
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.

  
JOSEPH ALLAN T. TONGOL JR.

PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

RFQ NO. 2024-03-013

Date:

\*Company Name: \_\_\_\_\_

\*Company Address: \_\_\_\_\_

\*Contact Person: \_\_\_\_\_

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)</small>	UNIT COST	TOTAL COST
	20	unit	Office Table			
			Minimum Requirements:			
			-With 3-side drawer and middle drawer			
			- Mechanism and Scratched resistance, body made of Quality Cold Rolled Steel			
			- Materials: Melamine Board Top with Centralized Locking			
			- Thickness: Gauge 22			
			- Color: Light Gray or Beige			
			- Size: At least W24 X L48 X H30 Inches ; Margin of error ± 5%			
			- Warranty: One (1) Year Warranty			
			- Warranty covers free repair and replacement			
	10	unit	Office Chair			
			Minimum Requirements:			
			-Color: Black			
			- Mesh Back with Arms,			
			- Mesh Office Chair			
			- 360 Swivel			
			- Chrome Base / Black Plastic Star-Base			
			- Adjustable Seat Height: At least 41-54cm ; Margin of error ± 5%			
			- Warranty: One (1) Year Warranty			
			- Warranty covers free repair and replacement			
	4	unit	FILING CABINET VERTICAL:			
			Minimum Requirements:			
			Drawer: Four (4) Drawers			
			Material: steel,			
			Dimensions: H133-138 X D62 X W46 Cm ; Margin of error ± 5%			
			Locking Mechanism: Centralized Lock and Self Locking Mechanism,			
			Color: Light Gray or Beige,			
			Approved Budget for the Contract: PhP 352,062.33			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES:
_____	PHP _____
_____	
_____	

PURPOSE: PURCHASE OF SEMI EXPANDABLE (FURNITURE AND FIXTURES) FOR THE USE OF DRMD CY 2024

PR No. : 2024-03-010

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"

  
ADRIAN D. MORALES  
OIC - PROCUREMENT SECTION CHIEF

\_\_\_\_\_  
SUPPLIER