

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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."

RFQ No. 23-0381-NP-SVP

Date: 16-Mar-23

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

| Item No. | Qty. | Unit | Purchaser's Specifications | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|----------|------|------|---|--|-----------|------------|
| | 15 | unit | SWIVEL CHAIR Backrest: Polypropylene (Pp) Plastic Covered with mesh fabric Seat: Plywood with Recycle Foam, covered with mesh fabric Arm: Polypropylene (Pp) Plastic Gas Lift: Chrome Star Base: 310 mm Dia. Chrome Base Wheel Caster: Pu + Nylon Wheel Caster Back: Blule Seat: Black Base: Chrome Butterly Mechanism = 360 Degree Swivel, Seat Height Adjustable, Tilt & lock | | | |
| | 4 | unit | Office Table | | | |
| | 2 | unit | Office Table Cubicle Patition (White) | | | |
| | 3 | unit | Office Table Cubicle (L Type, Executive) | | | |
| | 2 | unit | Vertical 4 Drawer Cabinet | | | |
| | 1 | unit | Console Table | | | |
| | | | | | | |
| | | | *****NOTHING FOLLOWS***** | | | |
| | | | | | | |
| | | | Approved Budget for the Contract | | | |
| | | | (ABC): PhP 186,500.00 | | | |

PURPOSE: DRMD Office Equipment 2023 for Regional Staff and Provincial Deployed Staff

PR No. 2023-03-0381

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O. FAILURE to 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.

ARNEL V. RADAZA
Procurement Officer

Supplier

Signature over Printed Name

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No. : _____
Philgeps Reg. No. : _____
Company TIN: _____

RFQ No.: 23-0381-NP-SVP
Date: 16-Mar-23

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 in **Annex A** please attach in your quotation a duly notarized certification to this effect.

As a condition for award, you will be required to submit the following documentary requirements:

* Accomplished Quotation (for goods or infra)/Proposal (for consulting)

* Mayor's Permit

* PhilGEPS Registration No.

* PCAB license (for infra)

* Income/Bussines Tax Returns for Contract with an ABC amounting above Php. 500k

*Notarized Omnibus Sworn Statement for contracts with an ABC amounting to above Php. 50,000.00

Note:Submission of PhilGEPS Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPS Reg. No.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to procurement.dswd.fo10@gmail.com not later than _____ of _____. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

ARNEL V. RADAZA

DSWD 10 Procurement Officer

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
 - Quotation validity shall be 6 Months
 - Goods/Services shall be delivered/conducted within 15-30 working days upon receipt of PO
 - Place of Delivery DSWD Field Office 10
 - Terms of Payment: 15-30 days after the inspections
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account).
Account Name: _____ Account Number: _____
Bank Name _____
- *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, the 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 (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 of origin.
 - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
 - Please indicate Warranty
 - In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
website at www.philgeps.gov.ph and register for free."

ARNEL V. RADAZA
Procurement Officer

Signature over Printed Name

Republic of the Philippines
Department of Social Welfare and Development
Field Office No. 10
Cagayan de Oro City

PROOF OF RECEIPT

Quotation No: 23-0381-NP-SVP

Items: SWIVEL CHAIR
Backrest: Polypropylene (Pp) Plastic Covered with mesh fabric
Seat: Plywood with Recycle Foam, covered with mesh fabric
Arm: Polypropylene (Pp) Plastic
Gas Lift: Chrome
Star Base: 310 mm Dia. Chrome Base
Wheel Caster: Pu + Nylon Wheel Caster
Back: Blule
Seat: Black
Base: Chrome
Butterly Mechanism = 360 Degree Swivel, Seat Height Adjustable, Tilt & lock

Purpose: DRMD Office Equipment 2023 for Regional Staff and Provincial Deployed Staff

| Company Name | Representative | Position / Designation | Date | Signature |
|--------------|----------------|------------------------|------|-----------|
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Canvasser