

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V  
Regional Government Center, Rawis, Legazpi City, Albay  
**REQUEST FOR QUOTATION**

Company Name:	_____	PR No.:	NF 2411-0775
Company Address:	_____	Date:	November 22, 2024
Contact No./ Email Address:	_____	Mode of Procurement:	Sec.53.9 Small Value Procurement
PhilGEPS Certificate No.:	_____	TIN No.:	_____

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly tick the box to signify compliance to the specs.	UNIT COST	TOTAL COST	
			<b>PURCHASE OF FURNITURE AND FIXTURES FOR THE USE OF SOCIAL MARKETING UNIT</b>				
1	5	unit	<b>OFFICE TABLE</b> <i>Freestanding Dimension: ≥120cm (L) x 60 cm (W) x 75cm (H) ( ±5% variance) with key lock for all drawers with 1 main drawer and 3 side drawers all metal body gray color metal/wood grain surface</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply	P	P	
2	10	unit	<b>OFFICE CHAIRS</b> <i>Mesh chair with armrest Gaslift swivel type pneumatic height adjustment Chrome star base with nylon wheels, heavy duty Dimension: ≥50cm(L) x 100cm(H) Mesh back rest with black fabric seat with PP armrest fixed type Color: black</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply	P	P	
3	3	unit	<b>FILING CABINET</b> <i>Lateral 3 drawers at least 1065 mm (H) x 900 (W) x 450 mm (D) Gauge: 20 Color: light gray/ off-white</i>	<input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply			
<b>ABC: Php 122,000.00</b>							

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**IMPORTANT REMINDERS:**

- Price quotation/s must be valid for a period of 30 calendar days from the date of submission.
- DELIVERY PERIOD: Seven(7) Calendar Days upon receipt of Purchase Order (PO)
- PLACE OF DELIVERY: DSWD FO V-Rawis, Legazpi City
- The Project shall be **AWARDED** as follows:        (a) as one contract        b) separate contracts per lot        (c) separate contracts per item
- TERM OF PAYMENT: **CHARGED ACCOUNT**, unless specified.
- LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
  - PhilGEPS Certification Number
  - Valid Mayor's or Business Permit
  - Latest Income Tax Return
- As a condition for **AWARD**, you will be required to submit:
  - Omnibus Sworn Statement for Contract Fifty Thousand Pesos(Php50,000.00) and above.
- For any clarifications, you may contact the BAC Secretariat at procurement.fo5@dswd.gov.ph or at 0910-017-0818.
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on November 29, 2024.

JINKY A. MANGAMPO  
AO IV/ Concurrent PROCUREMENT Head  
  
ROSEMARIE A. VIDAL  
AO III / Head - CMU *1010-PS*

*BILLWARD M. PALOMA*  
Signature over Printed Name of Conrasser

\_\_\_\_\_  
Signature over Printed Name of Bidder/Authorized Representative