

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills,
Quezon City

REQUEST FOR QUOTATION

RFQ No. 16 1229 **NP SV**
Date: September 15, 2016

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

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.

Please accomplish and submit this form together with Annex A to DSWD - PPMD at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number **931-6139** or e-mail at **bacsec@dswd.gov.ph** cc: **gfnmontano@dswd.gov.ph** on or before **27 September 2016, 5:00 PM**



Very truly yours,

Original Signed

KARINA ANTONETTE A. AGUDO

OIC-Chief, Procurement Planning & Management Division

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
2. Quotation validity shall not be less than Thirty (30) days.
3. Good/s shall be delivered Within Thirty (30) Working Days upon Receipt of Purchase Order
4. Place of Delivery: DSWD-CO, Procurement Warehouse, Batasan Complex, Constitution Hills, Q. C.
5. Terms of Payment: (Fifteen) 15 to (Thirty) 30 days upon final inspection and acceptance
6. Liquidated Damages/Penalty: one tenth (1/10) of one percent for everyday of delay shall be imposed.
7. Indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____
10. Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit Philgeps website at www.philgeps.gov.ph and register for free.

Original Signed

GLAMOUR FE N. MONTANO

Procurement Officer

Tel No. 951-71-16 / Fax No. 931-6139
email: gfnmontano@dswd.gov.ph

(Signature over Printed Name)

Supplier

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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
				(Please write the detailed specifications in the space provided) (Indicate brand, model and country of origin)		
1			Fabrication, Supply and Delivery of Fourteen Office Table with Side Table at Personnel Administrative Division (PAD)			
	14	units	Wooden Office Table with Side Table : Duco White			
			Duration of Work : 30 Working Days			
			<i>Note: Dimensions should be verify on site upon work; supplier must submit brochures, sample swatches for approval of the end-user. Please see attached drawing for details.</i>			
			Approved Budget for the Contract PhP70,000.00			
			*****Nothing Follows*****			

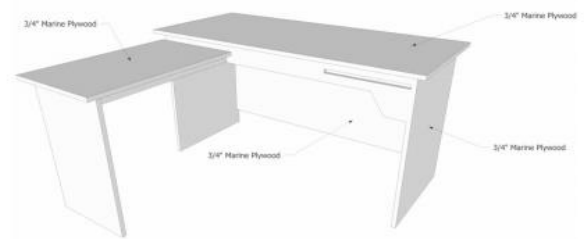
PURPOSE: **For use of PAD personnel.**

RIS No. **2016092852**

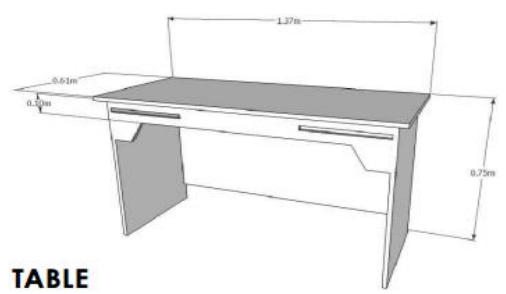
IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Letter Order (L.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

GLAMOUR FE N. MONTANO
 Procurement Officer
 Tel No. 951-7116
 Fax No. 931-6139
gfnmontano@dswd.gov.ph

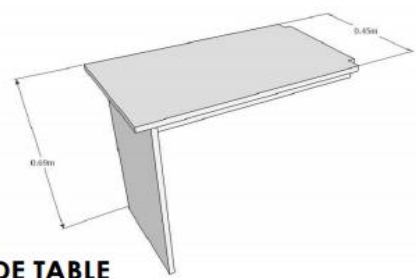
 (Signature over Printed Name)
 Supplier



P E R S P E C T I V E



TABLE



SIDE TABLE

**14-UNITS OFFICE TABLE WITH SIDE TABLE
COLOR: DUCO FINISH WHITE**

- Note:
1. DIMENSIONS SHOULD BE VERIFIED ON SITE PRIOR TO COMMENCEMENT OF WORK.
 2. SUPPLIERS MUST SUBMIT BROCHURES / SAMPLES / SWATCHES FOR APPROVAL OF END USER.



NOTES - GENERAL

02. ALL DIMENSIONS ARE PROPERTY OF THE DESIGNER AND MUST NOT BE REPRODUCED OR USED WITHOUT THE DESIGNER'S CONSENT.

03. DIMENSIONS ARE NOT TO BE SCALED FROM THE DRAWING.

04. ALL DIMENSIONS ARE IN MILLIMETERS AND LEVELS IN METERS UNLESS NOTED OTHERWISE.

05. ANY DISCREPANCIES BETWEEN METRIC DIMENSIONS AND THE DIMENSIONS ON WHICH THESE DRAWINGS SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT BEFORE BEGINNING THE WORKS.

06. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER DOCUMENTATION FORMING THE CONSTRUCTION CONTRACT.

07. ALL EXISTING DIMENSIONS / LEVELS ETC. INDICATED ON DRAWINGS ARE TO BE VERIFIED ON SITE.

08. CONTRACTOR TO SUBMIT COORDINATED SHOP DRAWINGS FOR DESIGNER'S APPROVAL AS REQUIRED PRIOR TO COMMENCEMENT OF WORKS AT SITE.

DRAWING STATUS

NO.	DESCRIPTION	DATE	BY

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT



BUILDING and FACILITIES MANAGEMENT SECTION
Central Office Ground floor, BP Road, Corralesville Hill, Quezon City
Telephone No. (02) 101-8101 local 504

CONFORMS

CESSAY F. AGUIRRO
Chief, F. & D.

PROJECT

DESIGNED BY: ENGR. F. MIRAVALDES
APPROVED BY: ENGR. ROSEMARIE F. SELLER

DRAWING TITLE

DESIGNED BY	AP. BY	CHECKED BY	ENGR. ACE