



ADMINISTRATIVE DIVISION
PROCUREMENT MANAGEMENT SECTION

DSWD-GF-002 | REV 02 | 17 AUG 2022

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 2025-04-04-370
DATE: APRIL 04, 2025

COMPANY NAME :
COMPANY ADDRESS :
CONTACT PERSON :
CONTACT NO. :
COMPANY TIN :

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 **TECHNICAL SPECIFICATIONS** could be basis for non - compliance. Also, furnish us with the 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 submit this form together with Annex A to **DSWD FO IX BAC OFFICE** on or before **APRIL 11 2025, 9 AM**.

Very truly yours,

ROLANDO CUEVA
Regional Procurement Officer

Terms and Conditions:

PURPOSE : **PROCUREMENT FOR EXECUTIVE CHAIR FOR SWADT- PAGADIAN CITY USE CY2025**

PR NUMBER : **2025-03-12-322**

1. Award shall be made on per : ☐ Item Basis ☒ Lot Basis

2. Quotation validity : **30 CALENDAR DAYS FROM BID OPENING**

3. Goods shall be delivered on : **15 DAYS UPON RECEIPT OF PURCHASE ORDER**

4. Delivery Area : **DSWD, SWADT- PAGADIAN CITY, PAGADIAN CITY, ZAMBOANGA DEL SUR**

5. Terms of payment : **W/ IN 60 CALENDAR DAYS AFTER DELIVERY**

6. Liquidated Damages/Penalty : **1/10 of 1% of undelivered portion x No. of days of delay**

7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

8. Warranty : **N/A**

9. Performance Security : **N/A**

Please email your accomplished request for QUOTATION and ANNEX A at bac.dswd.fo9@gmail.com

(signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____





Section 52.1b - Shopping

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY
CONTACT PERSON : IRENE C. GUAVES
CONTACT NO. : 09171031047

ANNEX A: RFQ

RFQ NO. : 2025-04-04-370

DATE : APRIL 04, 2025

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	10	PIECES	EXECUTIVE CHAIR WEIGHT CAPACITY:150KG BACK TILT TENSION:90 DEGREES-180 DEGREES WITH NECK SUPPORT AND WAIST SUPPORT				
			XXXXXXXXXXXXXXXXXXXXXXX				
			TOTAL	100,000.00			

PURPOS : PROCUREMENT FOR EXECUTIVE CHAIR FOR SWADT- PAGADIAN CITY USE
CY2025
PR. NO. : 2025-03-12-322

DOCUMENT/S REQUIRED DURING RFQ OPENING:

1. Mayor's Permit
2. Philgeps Registration Number

IRENE C. GUAVES
CANVASSER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

