

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-01-039
End-user: DRMD-RR0S
Name of Project: _____

RFQ No.: 2023-01-085
Date: FEB 06 2023
ABC ₱128,500.00

**PURCHASE AND DELIVERY OF MACHINERIES AND EQUIPMENT;
FURNITURE AND FIXTURES AND OTHER SUPPLIES FOR THE
REGIONAL AND SATELLITE WAREHOUSES**

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: _____

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before FEB 10 2023 12:00NN.

ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity may give due preference to goods being offered with green component.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - d. **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications and the terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay**. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address bacsec.car@dswd.gov.ph.

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVERY OF MACHINERIES AND EQUIPMENT; FURNITURE AND FIXTURES AND OTHER SUPPLIES FOR THE REGIONAL AND SATELLITE WAREHOUSES				
	OFFICE TABLE with built-in center drawer (with lock) and 3 side drawers (central locking system), sturdy metal, off-white, dimension: 120cm W x 60cm D x 75cm H	4	unit		
	SWIVEL CHAIR executive, high black leatherette, tilt lock function, 350mm metal base and PU casters, Pneumatic height adjustment, 360 degrees swivel function, ergonomic and dynamic, with cushioned arm rest, warranty: 1 year	5	unit		
	INDUSTRIAL FAN 30" Tripod type, 3 fan speed control with oscillation, heavy duty, with built in thermal fuse, adjustable height up to at least 180 cm; with atleast one (1) year warranty	3	unit		
	MOP SQUIZZER BUCKET , durable, 36 liters	3	unit		
	STORAGE BOX capacity: 70L, size: 63L x 43.5W x 38.5H cm, high impact resistant, white	5	unit		
	WATER DISPENSER hot and cold dispenser, free standing, with hot, normal and cold water, fast cooling, with cup/mug storage	3	unit		
TOTAL					
	OTHER REQUIREMENTS	COMPLIANCE <i>please check (✓) whether can comply or not, no check mark will mean non-compliance</i>		REMARKS	
		Can Comply	Cannot Comply		
	Bidder shall attach photo of the offered product and brand name with quotation	[]	[]		
	Delivery of Goods is within 20 working days after receipt of Purchase Order. If the last day of delivery falls on Saturday/Sunday/holiday, the delivery of goods can be moved to the next working day. Delivery place at DSWD CAR Regional Warehouse at SN Oriental Building, Palmaville, Puguis La Trinidad, Benguet.	[]	[]		
	Service Provider must have an Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]		
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES					

• Award shall be made per:

 Lot basis

Total Quoted Price

Note: NO GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir: After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name:

Name of Firm/Dealer/Contractor: _____

Address: _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser

vdg/dhevz