

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. 17-1132 Shopping (B)
Date: August 16, 2017

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Philgeps Reg. 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 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 your **Mayor's/Business' Permit**, **within 24 hours from receipt of notice**.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through number **951-7116** or email to **bacsec@dswd.gov.ph** not later than 3:00 P.M of 23 August 2017. **Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.**

Very truly yours,



KARINA ANTONETTE A. AGUDO

OIC-Procurement Planning & Management Division

By:

(ORIGINAL SIGNED)

ESTER R. EGAMINO

AO V-Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall not be less than **Sixty (60) calendar**
- Good/s shall be delivered within **Seven (7) working days upon receipt of Purchase Order**
- Place of Delivery: **DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City**
- Terms of Payment: **within 15-30 days upon final inspection and acceptance.**
Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).**
Account Name : _____ **Account Number :** _____
BankName : _____ **Branch :** _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: **one-tenth (1/10) of one percent for every day of delay shall be imposed.**
- 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.
- 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."

(ORIGINAL SIGNED)

RENEL JOANNE G. GAMBITO

Procurement Officer

Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

(Signature over Printed Name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Date: August 16, 2017Company Name : _____
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Contact Person : _____
Contact No. : _____
TIN No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
				(Please indicate the detailed specifications of the product/services being offered in the space provided below)		
1	25	cart	Toner, Brother, TN-3320, Black, Original			
	70	cart	Toner, Brother, TN-3250, Black, Original			
	10	kit	Drum Kit, Brother, DR-3215, Original			
Approved Budget for the Contract: PhP442,509.00						
2	20	cart	Toner, Samsung, MLT-D205L, Black, Original			
	10	cart	Toner, Samsung, M2020W, Black, Original			
	15	cart	Toner Cart, Samsung, ProXpress M3820ND, Black			
Approved Budget for the Contract: PhP197,400.00						
3	40	cart	Ink, HP CN053W (HP932XL), Black, Original			
	40	cart	Ink, HP CN054W (HP933XL), Cyan, Original			
	40	cart	Ink, HP CN055W (HP933XL), Magenta, Original			
	40	cart	Ink, HP CN056W (HP933XL), Yellow, Original			
Approved Budget for the Contract: PhP159,280.00						
4	20	cart	Ink, HP LOS63AA (HP955XL), Cyan, Original			
	20	cart	Ink, HP LOS66AA (HP955XL), Magenta, Original			
	20	cart	Ink, HP LOS69AA (HP955XL), Yellow, Original			
	20	cart	Ink, HP LOS72AA (HP955XL), Black, Original			
Approved Budget for the Contract: PhP114,840.00						
5	2	cart	Toner Cartridge, HP Q2612A, Black, for HP Laserjet 1010, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3055, M1005, N1319f MFP Printer			
Approved Budget for the Contract: PhP6,708.00						
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PURPOSE : Various Consumables for the use of PS, AD, NROO, CJLI, OUSPPG

PR No. **2017072286, 2017072242, 2017072199, 2017082386, 2017082317**

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

(ORIGINAL SIGNED)

RENEL JOANNE G. GAMBITO

Procurement Officer

Tel no. 951-7116 / Fax No. 931-6139

(Signature over printed name)

Supplier

