

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

REQUEST FOR QUOTATION

131045

RFQ No.

MCC

Date: December 4, 2013

Company Name : _____
Company Address : _____
Contact Person : _____
Contact 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.

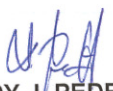
Please accomplish and submit this form together with Annex A to DSWD -Procurement Service at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number 931-6139/ 951-7116 on or before December 13, 2013 at 03:00 pm.

Very truly yours,


MARY ANGELENE DP. ARABIT
Chief, Procurement Planning & Mgt. Division

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall not be less than Thirty (30) days days.
- Good/s shall be delivered within Pls refer to Annex A
- Place of Delivery: DSWD Central Office PS-Stockroom (c/o Geneila Soledad)
- Terms of Payment: Pls refer to Annex A
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
- Indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: _____


DANDY J. PEDRITA
Procurement Officer

Tel No. 931-81-61/Fax No. 931-6139

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

131015

RFQ No. _____ MCC

Date: December 4, 2013


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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1			Re-Printing of the Gender Toolkit and Compendium of Women Stories			
			Specifications:			
			Size: 5" x 8" Folded			
			Cover: Full Color (outside front and outside back cover)			
			Inside Pages: Black and White, back to back printing			
			Material: Paper (cover) EG 190 coated board C2S 140#			
			: Paper (inside pages) GE 115 coated paper C2S 80#			
	1,500	copies	1,000 Copies Compendium			
			500 Copies Toolkit			
			Estimated Number of Pages: Toolkit - 180 pages (excluding cover)			
			Compendium - 80 pages (excluding cover)			
			Binding: Perfect Binding			
			Delivery Date: 5 Working Days upon receipt of approved final mock up			
			Note: Design and lay out will be provided by end user in a ready print format in compact disk. (please see attached sample)			
			Timeline Deliverables and Payment			
			1. Attend inception meeting with Kalahi-CIDSS			
			*3 working days upon receipt of Purchase Order			
			2. Production of 1st proof of Compendium of Gender Stories and Toolkit.			
			*5 working days upon receipt of feedback from Kalahi-CIDSS			
			3. Production of Final Proof of Compendium of Gender Stories and Toolkit			
			*2 working days upon receiving feedback on the first proof of compendium of gender stories.			
			4. Production and Delivery of 1,000 copies of Compendium of Gender Stories and 500 copies of Toolkit to Kalahi CIDSS.			
			*5 Working days upon approval of final mock up			
			Payment Terms:			
			*5 Working days upon approval of final mock up - 100%			
			*****Nothing Follows*****			

PURPOSE : Re-Printing of the Gender Toolkit and Compendium of Women Stories

RIS No. 13103706

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.


 DANDY J. PEDRITA
 Procurement Officer
 Tel No. 931-8161
 Fax No. 931-6139

 (Signature over printed name)