

P Luzvi

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **20-0604 Shopping (B)**  
Date: June 26, 2020

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. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 numbers 951-7116 or email to [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **01:00 p.m of JULY 6, 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,



**WILLIAM V. GARCIA JR.**  
Officer-In-Charge of PPMD-PMS

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be **sixty (60) calendar days** from the deadline of submission of quotations.
- Good/s shall be delivered within **Fifteen (15) working days upon receipt of Purchase Order (P.O)**
- Place of Delivery: **DSWD-Central Office, Procurement Service - Warehouse, IBP Road, Constitution Hills Q.C.**
- Terms of Payment: **within 15-30 days upon completion of all supporting documents.**  
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: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- 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](http://www.philgeps.gov.ph) and register for free."

  
**RODEL D. TORRATO**  
Procurement Officer

Tel. Nos. 931-6139/ 93 -8101 to 07 local 122/124

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Batasan Pambansa Complex, Constitution Hills, Quezon City

**RFQ No. 20-0604 Shopping (B)**

**Date: JUNE 26, 2020**

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Philgeps Reg. No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

ITEM	Qty.	Unit	Purchaser's Specification	Unit Cost	Bidder's Specifications <small>(Please write the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
			<b>Supply and Delivery of Various Consumables</b>				
	4	piece	HP 204A CF510A, Black (for Color Laserjet Pro MFP M180n printer)	4000.00			
	2	piece	HP 204A CF511A, Cyan (for Color Laserjet Pro MFP M180n printer)	4000.00			
	2	piece	HP 204A CF512A, Yellow (for Color Laserjet Pro MFP M180n printer)	4000.00			
	2	piece	HP 204A CF513A, Magenta (for Color Laserjet Pro MFP M180n printer)	4000.00			
	4	piece	HP Officejet 932xi, Black Ink cartridge (for HP Officejet 7612 printer)	1,250.00			
	2	piece	HP Officejet 933xl, Cyan Ink cartridge (for HP Officejet 7612 printer)	1,250.00			
	2	piece	HP Officejet 933xl, Yellow Ink cartridge (for HP Officejet 7612 printer)	1,250.00			
	2	piece	HP Officejet 933xl, Magenta Ink cartridge (for HP Officejet 7612 printer)	1,250.00			
	7	piece	Canon 319, Black Toner Cart	6,000.00			
			<b>Approved Budget for the Contract (ABC): PhP 94,500.00</b>				
			xxxx-Nothing Follows-xxxx				

PURPOSE: 2nd Quarter 2020 Supplies (toner and ink cartridges) of PMB

PR No. 01-20001-PR-2020-06-00046

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



**RODELL D. TORRATO**  
 Procurement Officer

\_\_\_\_\_  
 (Signature over printed name)  
**Supplier**