

Abby

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

REQUEST FOR QUOTATION

RFQ No. 20-0822 SHOPPING B  
Date: September 4, 2020

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

Sir/Madam:

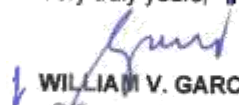
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 updated Certification 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 number **951-7116** or email to **quotations@dswd.gov.ph** not later than **3:00 P.M of 16 September 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, PMS  
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 days from the deadline of submission of quotations
- Good/s shall be delivered within Fifteen (15) 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 complete submission of supporting documents  
Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)**.  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name : \_\_\_\_\_ 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 and register for free."**

  
**RENEE LYNNE G. MARCA**  
Procurement Officer

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **20-0822 SHOPPING B**  
 Date: September 4, 2020

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please indicate the detailed specifications of the products/services being offered in the space provided below)</small>	Unit Cost ABC	Unit Cost	Total Cost
1	300	piece	Folder, data with lock, finger ring and clear pastic pockets for labels, 3" x 9" x 15"		150.00		
2	250	box	Clip, backfold, all metal, 32mm, 12pcs/box		35.00		
3	200	box	Clip, backfold, all metal, 19mm, 12pcs/box		15.00		
4	200	box	Clip, backfold, all metal, 25mm, 12pcs/box		25.00		
5	250	box	Clip, backfold, all metal, 50mm, 12pcs/box		65.00		
6	400	pack	Indicator tag, with text "Please Sign", 50s		100.00		
7	260	pack	Indicator tag, plain, assorted color, 50s		80.00		
8	1,005	piece	ID Jacket with string, 3x4		15.00		
<b>Approved Budget for the Contract: Php153,875.00</b>							
***Nothing Follows***							
PURPOSE : PSAMD Stockpile							
PR No. 2020-06-00093							

**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.

  
**RENEE L. GARCIA**  
 Procurement Officer

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

(Signature over printed name)  
 Supplier

