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

REQUEST FOR QUOTATION

RFQ No. 20-0830 SHOPPING B
Date: September 7, 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 14 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 : _____
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 and register for free."**

RENEE LYNNE G. MARCA
Procurement Officer

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

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **20-0830 SHOPPING B**Date: September 7, 2020


Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Philgeps Reg. No : _____
 TIN No. : _____

| Item No. | Qty. | Unit | Purchaser's Specifications | Unit Cost ABC | Bidder's Specifications <small>(Please indicate the detailed specifications of the product/services being offered in the space provided below)</small> | Unit Cost | Total Cost |
|--|------|-------|---|------------------|---|-----------|------------|
| 1 | 150 | piece | Ballpoint, pen fine point, black | 10.00 | | | |
| 2 | 150 | piece | Ballpoint, pen fine point, blue | 10.00 | | | |
| 3 | 50 | piece | Marker, permanent, black | 9.65 | | | |
| 4 | 50 | piece | Marker, permanent, blue | 9.65 | | | |
| 5 | 800 | ream | Paper, multicopy, A4 size, 80gsm | 132.33 | | | |
| 6 | 200 | piece | Sign pen, black 12s/box, 0.5mm needle tip | 34.61 | | | |
| 7 | 200 | piece | Sign pen, blue 12s/box, 0.5mm needle tip | 34.61 | | | |
| 8 | 20 | set | Sign here, (post it) | 55.00 | | | |
| 9 | 200 | box | Staple wire, standard, (26/6) | 20.05 | | | |
| Approved Budget for the Contract: Php128,783.00 | | | | | | | |
| ***Nothing Follows*** | | | | | | | |

PURPOSE : 3rd Quarter supplies of PB-CIU

PR No. 2020-007-00113

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.


 RENEÉ LYNNÉ G. MARCA
 Procurement Officer

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

(Signature over printed name)
 Supplier