

Abby

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

REQUEST FOR QUOTATION

RFQ No. **21-0248 SHOPPING (b)**  
Date: **April 12, 2021**

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. 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 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City or **fax it through numbers 8951-7116** or **email to quotations@dswd.gov.ph** not later than **1:00 PM of APRIL 19, 2021 (Monday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
WILLIAM Y. GARCIA, JR.

Officer-In-Charge, Procurement Planning & Management Division

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 **15-20 working days from receipt of Purchase Order (PO).**
- Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
- Terms of Payment: **within 15-30 days upon completion 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."

  
RODEL D. TORRATO  
Procurement Officer

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

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 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

Item	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications		
				Unit Cost	(Please fill out the detailed specifications in the space provided)	Total Cost
1	6	Cartridge	INK CART, HP CN053AA, (HP 932XL), Black	2,000.00		
2	4	Cartridge	INK CART, HP CN054AA, (HP 933XL), Cyan	1,800.00		
3	4	Cartridge	INK CART, HP CN056AA, (HP 933XL), Yellow	1,800.00		
4	4	Cartridge	INK CART, HP CN056AA, (HP 933XL), Magenta	1,800.00		
5	8	Cartridge	Canon 319 Black toner	6,000.00		
6	14	Cartridge	Toner Cart, HP CF400A (HP201A) Black Laserjet (for HP Color Laserjet Pro M252n printer)	4,000.00		
7	8	Cartridge	Toner Cart, HP CF401A (HP201A) Cyan Laserjet (for HP Color Laserjet Pro M252n printer)	4,043.83		
8	8	Cartridge	Toner Cart, HP CF402A (HP201A) Yellow Laserjet (for HP Color Laserjet Pro M252n printer)	4,043.83		
9	8	Cartridge	Toner Cart, HP CF403A (HP201A) Magenta Laserjet (for HP Color Laserjet Pro M252n printer)	4,043.83		
10	4	Piece	HP 204A CF510A, Black toner (for color Laserjet Pro MFP M180 printer)	4,000.00		
11	3	Piece	HP 204A CF511A, Cyan toner (for color laserjet Pro MFP M180 printer)	4,000.00		
12	3	Piece	HP 204A CF512A, Yellow toner (for color laserjet Pro MFP M180 printer)	4,000.00		
13	3	Piece	HP 204A CF513A, Magenta toner (for color laserjet Pro MFP M180 printer)	4,000.00		

PURPOSE : For 4th Quarter 2020 supplies (toner and ink cartridge) of Program Management Bureau

PR No. 01-20001-PR-2021-03-00163

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

RODEL D. TORRATO  
 Procurement Officer  
 Trunkline: 89318101 to-07 Voip 10093 and 10097  
 Fax No. 8951-7116

(Signature over printed name)  
 Supplier

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Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

Item	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
14	2	Cartridge	HP 98 Black Ink Cartridge (for HP Officejet 100 Mobile printer)	2,500.00			
15	2	Cartridge	HP 95 Tri-color ink cartridge (for HP Officejet 100 Mobile printer)	2,500.00			
16	2	Cartridge	Ink Cart, Epson (664) Black (for Epson L360 all in printer)	825.00			
17	2	Cartridge	Ink Cart, Epson (664) Cyan (for Epson L360 all in printer)	825.00			
18	2	Cartridge	Ink Cart, Epson (664) Magenta (for Epson L360 all in printer)	825.00			
19	2	Cartridge	Ink Cart, Epson (664) Yellow (for Epson L360 all in printer)	825.00			
			Approved Budget for the Contract (ABC): PhP 303,251.92				
			xxxxx-Nothing Follows-xxxxx				

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RODEL D. TORRATO  
Procurement Officer

Page 2 of 2 page

(Signature over printed name)  
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