

Danilo

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

REQUEST FOR QUOTATION

RFQ No. **20-1217 SHOPPING (b)**  
Date: **December 3, 2020**

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

**RUSH**

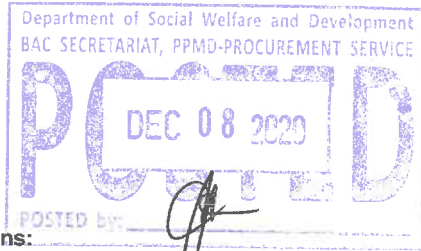
Sir/Madam:

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 2nd Floor Mahusay Building, DSWD-CO Building, 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 P.M. of December 11, 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, Procurement Planning & Management Division

Terms and Conditions:

- 1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- 2. Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
- 3. Good/s shall be delivered within **25-30 working days from receipt of Purchase Order (PO).**
- 4. Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
- 5. 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 : \_\_\_\_\_  
Bank Name : \_\_\_\_\_ Branch : \_\_\_\_\_
- \*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.
- 6. 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.
- 7. For goods, please indicate brand, model and country of origin.
- 8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 9. Please indicate Warranty: \_\_\_\_\_
- 10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 11. **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

(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	15	cartridge	EPSON WORKFORCE AL - MX200DN (BLACK)	800.00			
2	10	cartridge	SAMSUNG C504 TONER (CYAN)	5,500.00			
3	10	cartridge	SAMSUNG M504 TONER (MAGENTA)	5,500.00			
4	10	cartridge	SAMSUNG Y504 TONER	5,500.00			
5	10	cartridge	SAMSUNG K504 TONER	5,500.00			
6	20	cartridge	CANON NPG 67 BLACK	4,000.00			
7	20	cartridge	CANON NPG 67 CYAN	4,000.00			
8	20	cartridge	CANON NPG 67 MAGENTA	4,000.00			
9	20	cartridge	CANON NPG 67 YELLOW	4,000.00			
<b>Approved Budget for the Contract (ABC):</b>							
Php 552,000.00							
xxxxx-Nothing Follows-xxxxx							

PURPOSE : **3rd Quarter Supplies for KC-NCDDP FUND**

PR No. **02-20001-PR-2020-09-00006**

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: 89318161 to 07 loc. 122 & 124  
 Fax No. 8951-7116

Page 1 of 1 page

(Signature over printed name)  
 Supplier