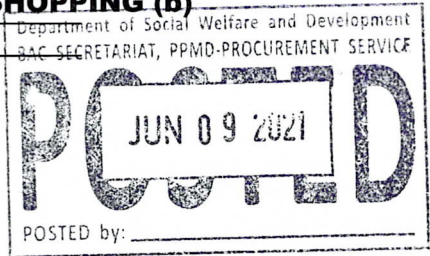


Jerron

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

REQUEST FOR QUOTATION

RFQ No. **21-0508 SHOPPING (b)**
Date: **June 7, 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 June 14, 2021 (MONDAY)**. Quotation 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:

- 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 Ten (10) 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."**

KAREN JOY M. FERRER

Procurement Officer

(Signature over Printed Name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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 to register."

RFQ No. **21-0508 SHOPPING (b)**
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Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No. : _____
Company TIN : _____

| LOT NO. | Qty. | Unit | Purchaser's Specifications | Unit Cost per Item | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|--|---|-----------|--|--------------------|--|-----------|------------|
| 1 | 11 | cartridge | INK CART, HP N9H85A (HP955 OR 955XL) BLACK ORIGINAL | 2,700.00 | | | |
| | 10 | cartridge | INK CART, HP N9H73A (HP955 OR 955XL) CYAN ORIGINAL | 1,800.00 | | | |
| | 10 | cartridge | INK CART, HP N9H77A (HP955 OR 955XL) MAGENTA ORIGINAL | 1,800.00 | | | |
| | 10 | cartridge | INK CART, HP N9H81A (HP955 OR 955XL) YELLOW ORIGINAL | 1,800.00 | | | |
| | Approved Budget for the Contract (ABC): Php 83,700.00 ✓ | | | | | | |
| 2 | 15 | cartridge | TONER CART, SAMSUNG MLT-D203E, BLACK | 7,259.20 | | | |
| Approved Budget for the Contract (ABC): Php 108,888.00 ✓ | | | | | | | |

PURPOSE : **Supply and Delivery of Toner Cartridges for the use of Budget Division**

PR No. **01-20001-PR-2021-02-00127**

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.


KAREN JOY M. FERRER
Procurement Officer

(Signature over printed name)