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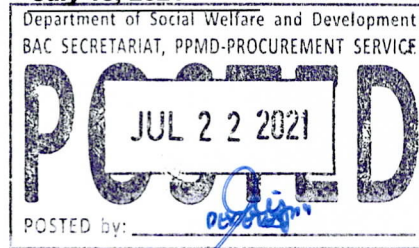
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0701 SHOPPING (b)**

Date: **July 15, 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 **01:00 P.M. of July 26, 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,

[Handwritten Signature]
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."**

[Handwritten Signature]
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."

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Contact No. : _____
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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	6	cartridge	HP Officejet 932xl, Black Ink cartridge, (for HP Officejet 7612 printer)	2,000.00			
	2	cartridge	HP Officejet 933xl, Cyan Ink cartridge, (for HP Officejet 7612 printer)	1,500.00			
	2	cartridge	HP Officejet 933xl, Yellow Ink cartridge, (for HP Officejet 7612 printer)	1,500.00			
	2	cartridge	HP Officejet 933xl, Magenta Ink cartridge, (for HP Officejet 7612 printer)	1,500.00			
	10	cartridge	HP Laserjet , Black print 201A CF400A (for HP Color Laserjet Pro M252n printer)	6,000.00			
	3	cartridge	HP Laserjet , Cyan print 201A CF401A (for HP Color Laserjet Pro M252n printer)	6,000.00			
	3	cartridge	HP Laserjet , Yellow print 201A CF402A (for HP Color Laserjet Pro M252n printer)	6,000.00			
	3	cartridge	HP Laserjet , Magenta print 201A CF403A (for HP Color Laserjet Pro M252n printer)	6,000.00			
	3	cartridge	HP 204A CF510A, Black (for Color Laserjet pro MFP M180n Printer)	5,500.00			
	3	cartridge	HP 204A CF512A, Yellow (for Color Laserjet pro MFP M180n Printer)	5,000.00			
	3	cartridge	HP 204A CF513A, Magenta (for Color Laserjet pro MFP M180n Printer)	5,000.00			
				Approved Budget for the Contract (ABC): Php 181,500.00			
2	5	cartridge	Canon 319 Black Toner Cart	6,500.00			
			Approved Budget for the Contract (ABC): Php 32,500.00				
3	1	cartridge	Brother TN-3290 (for Brother HL5350DN printer)	6,000.00			
			Approved Budget for the Contract (ABC): Php 6,000.00				

PURPOSE : **Supply and Delivery of 2nd Quarter Supplies of PMB (Toners/Ink)**

PR No. **01-20001-PR-2021-06-00061**

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

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(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097
Fax No. 8951-7116