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

REQUEST FOR QUOTATION

RFQ No. 20 -0568
Date: June 17, 2020

SHOPPING B

Company Name : _____
Contact Person : _____
Contact No. : _____
Fax 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 Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPHS 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 numbers 8951-7116 or email to quotations@dswd.gov.ph **not later than 12:00 pm of June 25, 2020** as stated above shall be considered for evaluation.

Very truly yours,

WILLIAM V. GARCIA, JR.
OIC - Chief Administrative Officer, PPMD

Terms and Conditions:

- Award shall be made on per: Item Basis Total Basis Lot Basis
- Quotation validity shall be Sixty (60) calendar days from deadline of submission of quotation
- Good/s shall be delivered within seven (7) workings days upon receipt of Purchase Order
- Place of Delivery: DSWD - CO - Warehouse, Batasan Pambansa Complex Constitution Hills, Quezon City
- Terms of Payment: 15 to 30 working 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: one-tenth (1/10) of one percent for every day of delay shall be imposed.
- 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 (PhilGEPHS). You may visit the PhilGEPHS website at www.philgeps.gov.ph and register for free."

EMMA L. DIAZ

Procurement Officer

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

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **20 - 0568** SHOPPING BDate: **June 17, 2020**

Company Name : _____
 Contact Person : _____
 Contact No. : _____
 Company Tin # _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications (please write detailed services in the space provided)	Unit Cost	Total Cost
	3	cart	Black Toner Cartridge	21,000.00			
	3	cart	Cyan Toner Cartridge	33,000.00			
	3	cart	Magenta Toner Cartridge	33,000.00			
	3	cart	Yellow Toner Cartridge	33,000.00			
	1	cart	Black Imaging/Drum Unit	10,000.00			
	3	cart	Color (Cyan, Magenta, Yellow, Imaging/ Drum unit	30,000.00			
			TOTAL	160,000.00			
			PR # 2020-0300199 - ICTMS				
			Brand : Samsung Digital Express X7400GX				
			SN : CNB1LD4073				

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served 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 or blacklisting in DSWD's future biddings.


EMMA L. DIAZ
 Procurement Officer

 (Signature over printed name)

Supplier