

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

REQUEST FOR QUOTATION

RFQ No. 20 -0626  
Date: July 7, 2020

SHOPPING B  
Re-Canvass

*Shawin*

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 July 7, 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](http://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 - 0626** SHOPPING B

Date: **July 7, 2020** Re-Canvass

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                        |  |           |            |
|         |      |      | <b>T O T A L</b>                                 | <b>160,000.00</b>                |  |           |            |
|         |      |      | 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**