

Chelsea

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

REQUEST FOR QUOTATION

RFQ No. **20-0930 SHOPPING (b)**  
Date: **October 2, 2020**

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

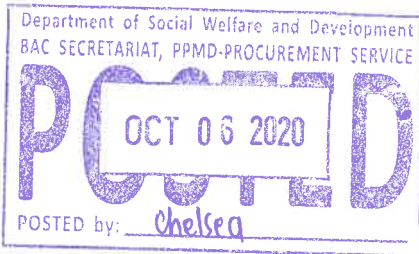
Sir/Madam:

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, 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 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 noon of **October 9, 2020 (Friday)**. 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.*  
**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."**

*Emma L. Diaz*  
**EMMA L. DIAZ**

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. **20-0930 SHOPPING(b)(Re-Canvass)**  
Date : **October 2, 2020**

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

Item No.	Qty.	Unit	Purchaser's Specifications	Per ABC Item Unit Price	Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
1	1	pc.	Drum Kit - DR-340CL - (Brother HL-4150DN) Printer	7,490.00			
2	3	cart	HP Laserjet Pro MFP M521DW (CE255A) - Toner	8,000.00			
3	4	cart	Brother HL5450DN (TN3350) Toner	5,500.00			
<b>Approved Budget for the Contract (ABC)</b>				<b>53,490.00</b>			

PURPOSE : **For the use of AS - PSAMD - BGMD**

PR No. **PR # 2020-0500048 & 2020-0600138**

**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.**

  
EMMA L. DIAZ

Procurement Officer

Trunkline: 89318101 to 07 loc. 122 & 124  
Fax No. 8951-7116

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(Signature over printed name)