

Shenwda

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

REQUEST FOR QUOTATION

RFQ No. **20-1065 SHOPPING (b)**

Date: **November 04, 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 **1:00 P.M. of November 12, 2020 (THURSDAY)**. 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.**

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 **15-20 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."**

**RODEL D. TORRATO**

Procurement Officer

Tel. Nos. 8931-6139/8931-8101 to 07 local 122/124

(Signature over Printed Name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Unit Cost	Total Cost
1	30	Bottle	Code C13T00S14A 003 Ecotank Black Ink Bottle 65ml /		1,500.00		
2	20	Bottle	Code C13T00S24A 003 Ecotank Cyan Ink Bottle 65ml /		1,500.00		
3	20	Bottle	Code C13T00S34A 003 Ecotank Magenta Ink Bottle 65ml /		1,500.00		
4	25	Bottle	Code 13T00S44A 003 Ecotank Yellow Ink Bottle 65ml /		1,500.00		
5	40	Cartridge	INK CART, HP, CN053A ( 932XL) BLACK FOR HP OFFICE JET / HP7610 /7612		2,000.00		
6	20	Cartridge	INK CART, HP, CN054A (933XL) CYAN FOR HP OFFICEJET / HP7610/7612		1,900.00		
7	20	Cartridge	INK CART, HP, CN055A (933XL) MAGENTA FOR HP OFFICEJET / HP7610/7612		1,900.00		
8	20	Cartridge	INK CART, HP, CN056A (933XL) YELLOW FOR HP OFFICEJET / HP7610/7612		1,900.00		
9	10	Cartridge	TONER CART, BROTHER, TN-2260, FOR FAX 2840 /		3,000.00		
10	40	Cartridge	TONER CART, BROTHER, TN-2380 , FOR HL-L2365DW PRINTER /		4,000.00		
11	5	Cartridge	DRUM 2355 FOR HL-L2365DW PRINTER /		3,800.00		
12	30	Cartridge	INK CART, BROTHER LC73 (MAGENTA) /		900.00		
13	30	Cartridge	INK CART, BROTHER LC73 (YELLOW) /		900.00		
Approved Budget for the Contract (ABC):							
PhP 599,500.00							
xxxx-Nothing Follows-xxxx							

PURPOSE : 2nd Quarter Requirement of the Standards Bureau

PR No. 2020-06-00235

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.

RODEL D. TORRATO

Procurement Officer

Trunkline: 89318101 to 07 loc. 122 & 124

Fax No. 8951-7116

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(Signature over printed name)

Supplier