

*Misc*

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

REQUEST FOR QUOTATION

RFQ No. **20-1164 Shopping (b)**  
Date: **November 25, 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 December 4, 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,

*[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 **10-20 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."**

*[Signature]*  
**RODEL D. TORRATO**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

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

LOT	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	10	Piece	FLASH DRIVE, 16GB capacity	276.64			
	1	Unit	DIGITAL VOICE RECORDER, memory, 4gb(expandable) Approved Budget for the Contract (ABC): Php 9,594.54	6,828.14			
2	10	Cartridge	INK CART, HP CZ108 (HP678), TRI COLOR	366.05			
	6	Cartridge	TONER CART, SAMSUNG MLT-D105L-BLACK	5,000.00			
	60	Cartridge	INK CART, HP 7610, (932XL), BLACK	2,000.00			
	20	Cartridge	INK CART, HP 7610, (933XL), YELLOW	1,500.00			
	20	Cartridge	INK CART, HP 7610 (933XL) MAGENTA	1,500.00			
	20	Cartridge	INK CART, HP 7610 (933XL) CYAN	1,500.00			
3			Approved Budget for the Contract (ABC): Php 243,660.50				
	10	Cartridge	DRUM CART, LEXMARK, KS20za, Black Imaging, Serial #4514 / 76HH3x8F6 Machine No: MS/MX310/4/10/510/6'10SERIES	6,000.00			
			Approved Budget for the Contract (ABC): Php 60,000.00 xxxxx-Nothing Follows-xxxxx				

PURPOSE : Supply and Delivery of Office Supplies for 3rd Quarter of FMS SP

PR No. 2020-11-00023

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