

Abby

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

REQUEST FOR QUOTATION

RFQ No. **20-1336 NP-SV**
Date: **December 28, 2020**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No.: _____
Company TIN: _____

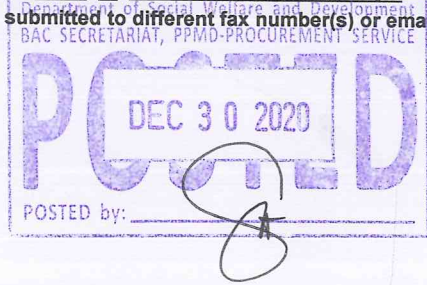
Sir/Madam:

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 payment, 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. If awarded, you will be required to submit a **duly notarized Omnibus Sworn Statement**, in accordance with the attached format (**Annex B**), together with the signed copy of the **Purchase Order (PO)**.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Second floor, DSWD-CO Mahusay 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 PM of January 5, 2020 (TUESDAY)**. Quotation 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 **Seven (7) working days from receipt of the final/approved proof print**
- 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]
KAREN JOY M. FERRER
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	Total Cost
1	1,000	piece	Production and Printing of Listahanan Planner Stock cover: hardbound Size cover: 11 inches spread, height 7 1/4 Binding type: Perfect binding With Listahanan stamping Sign Pen: Blue ink and with logo print Page size: 5 (width) x 7 (height) inches Color: full color Number of Pages: 150 sheets Paper stock: c2s 80lbs. (glossy) 24 pages (12 sheets) for project introduction Paper stock: book paper 60 lbs. (168 sheets)			
			DSWD and Listahanan Logo: L - 5cm, H - 1.5cm Maagap Logo: L - 5cm, H - 1.5cm May Malasakit: L - 5cm, H - 0.5cm SocMed Icon: L - 7cm, H - 0.5cm Email: L - 5cm, H - 0.5cm Inside Page Notes: W - 4.5cm, H - 1.5cm			
			Proofing Stages:			

PURPOSE: **Production and Printing of Listahanan IECC and Advocacy Materials (Planner)**

PR No. **01-20001-PR-2020-09-00156**

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.

KAREN JOY M. FERRER
 Procurement Officer

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(Signature over printed name)

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

