

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

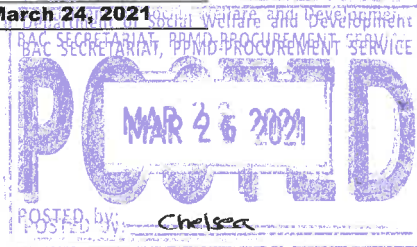
REQUEST FOR QUOTATION

RFQ No. **21-0192 SHOPPING (b)**

Date: **March 24, 2021**

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. 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 2nd Floor Mahusay Building, DSWD Central Office, 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 April 05, 2021 (Monday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

WILLIAM J. 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 **Refer to Annex A for the detailed delivery schedule.**
- 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 Voip 10093 and 10097

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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. **21-0192 SHOPPING B**
Date: **March 24, 2021**

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

Item	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	16	Cartridge	Toner Cart Canon 319 Black	4,770.00			
2	12	Cartridge	Toner Cart Canon 318 Black	6,300.00			
3	6	Cartridge	Toner Cart Canon 318 Cyan	6,000.00			
4	6	Cartridge	Toner Cart Canon 318 Magenta	6,000.00			
5	6	Cartridge	Toner Cart Canon 318 Yellow	6,000.00			
6	16	Cartridge	Toner Cart Brother TN-340BK Black	5,000.00			
7	10	Cartridge	Toner Cart Brother TN-340C Cyan	5,500.00			
8	10	Cartridge	Toner Cart Brother TN-340M Magenta	5,500.00			
9	10	Cartridge	Toner Cart Brother TN-340Y Yellow	5,500.00			
10	12	Cartridge	Toner Cart Canon 332 Black	8,300.00			
11	8	Cartridge	Toner Cart Canon 332 Cyan	12,258.00			
12	8	Cartridge	Toner Cart Canon 332 Magenta	12,258.00			
13	8	Cartridge	Toner Cart Canon 332 Yellow	12,258.00			
Approved Budget for the Contract (ABC): Php 898,712.00							
Delivery Terms: Thirty (30) working days upon the receipt of Purchase Order							
xxxxx-Nothing Follows-xxxxx							

PURPOSE: For Procurement of DRMB Toners/Ink Cartridge Supplies for the 4th Quarter of 2020

PR No. 01-20001-PR-2021-03-00145

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

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(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

Supplier