

Chelsea

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

REQUEST FOR QUOTATION

RFQ No. **21-0356 SHOPPING (b)**

Date: May 11, 2021
Department of Social Welfare and Development
BAC SECRETARIAT, PPMD-PROCUREMENT SERVICE
POSTED
MAY 13 2021
POSTED by: Chelsea

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. 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 May 18, 2021 (Tuesday). 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 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."**

KAREN JOY M. FERRER

Procurement Officer

(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."

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LOT	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	6	cartridge	Ink Cart, HP CN053AA, (HP 932XL), Black	2,000.00			
	3	cartridge	Ink Cart, HP CN054AA, (HP 933XL), Cyan	1,800.00			
	3	cartridge	Ink Cart, HP CN056AA, (HP 933XL), Yellow	1,800.00			
	3	cartridge	Ink Cart, HP CN055AA, (HP 933XL), Magenta	1,800.00			
	14	cartridge	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	6,000.00			
	4	cartridge	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	6,000.00			
	4	cartridge	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJet	6,000.00			
	4	cartridge	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJet	6,000.00			
1	3	cartridge	HP 204A CF510A, Black toner (for color LaserJet Pro MFP M180 printer)	5,500.00			
	3	cartridge	HP 204A CF511A, Cyan toner (for color LaserJet Pro MFP M180 printer)	5,000.00			
	3	cartridge	HP 204A CF512A, Yellow toner (for color LaserJet Pro MFP M180 printer)	5,000.00			
	3	cartridge	HP 204A CF513A, Magenta toner (for color LaserJet Pro MFP M180 printer)	5,000.00			
	2	cartridge	Ink Cart, HP c8766wa (hp98) Tri-color MFP M180 printer)	2,500.00			
	2	cartridge	Ink Cart, HP c8766wa (hp95) Black MFP M180 printer)	2,500.00			
Approved Budget for the Contract (ABC): Pnp 255,700.00							

PURPOSE : For 1st Quarter 2021 supplies (toner and cartridges)

PR No. 01-20001-PR-2021-05-00007

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 Voip 10093 and 10097

Fax No. 8951-7116

