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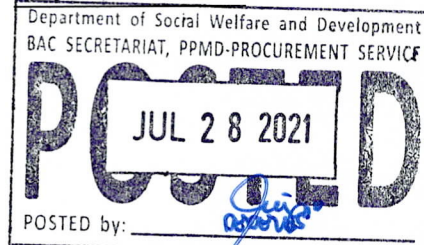
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0742 SHOPPING (b)**

Date: **July 22, 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 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 **10:00 am of AUG. 02, 2021 (Monday)**. Quotatio 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 **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."**

[Signature]  
**KAREN JOY M. FERRER**  
Procurement Officer

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Company TIN : \_\_\_\_\_

Item No.	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
1	10	cartridge	Toner Cart, Brother, TN-2260, For FAX 2840	3,000.00			
2	10	cartridge	Toner Cart, Brother, TN-2380, for HL-L2365DW printer	4,000.00			
3	40	cartridge	Toner Cart, Brother, TN-3290, for Brother HL5350DN	4,000.00			
4	10	cartridge	DRUM 3215 for Brother HL5350DN	3,800.00			
5	10	cartridge	DRUM 2355 for HL-L2365 DW Printer	3,800.00			
6	2	cartridge	DRUM 2255 for FAX 2840	3,800.00			
7	50	cartridge	Ink Cart, Brother LC73 (black)	1,500.00			
8	30	cartridge	Ink Cart, Brother LC73 (Cyan)	900.00			
9	30	cartridge	Ink Cart, Brother LC73 (magenta)	900.00			
10	30	cartridge	Ink Cart, Brother LC73 (yellow)	900.00			
Approved Budget for the Contract (ABC): PhP 469,600.00							

PURPOSE : **Supply and Delivery of 1st Quarter Supplies of Toners/Ink**

PR No. **01-20001-PR-2021-03-00053**

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

Page 1 of 1 page

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(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097  
Fax No. 8951-7116