

Chelsea

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

REQUEST FOR QUOTATION

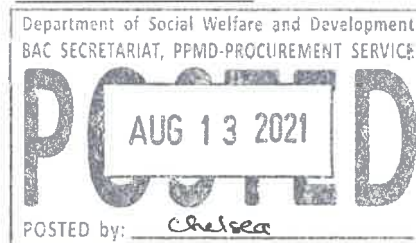
RFQ No. **21-0842 SHOPPING (B)**  
Date: **August 11, 2021**

Company Name : \_\_\_\_\_

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 **5:00 PM of August 20, 2021 (Friday)**. 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](http://www.philgeps.gov.ph) and register for free."

**JAHNINE G. AGSAOY**  
Procurement Officer

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **21-0842 SHOPPING (B)**

Date : **August 11, 2021**

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

| Item No.   | Qty. | Unit      | Purchaser's Specifications   | Unit Cost | Bidder's Specifications<br>(Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|--|------|-----------|--|-----------|--|-----------|------------|
| 1  | 2    | cartridge | Toner Cart, Samsung SL-M3820ND/XSS<br>****nothing follows****  | 5,750.00  |  |           |            |
| 2  | 1    | cartridge | Maintenance Kit, Lexmark X862<br>****nothing follows****   | 30,000.00 |  |           |            |
| 3  | 7    | cartridge | Electronic Time Recorder Ribbon Cassette (Ink Cartridge) for David Link S8000 Time & Date Stamp<br>****nothing follows**** | 2,490.00  |  |           |            |
| <b>Approved Budget for the Contract (ABC): Php 11,500.00</b> |      |           |  |           |  |           |            |
| <b>Approved Budget for the Contract (ABC): Php 30,000.00</b> |      |           |  |           |  |           |            |
| <b>Approved Budget for the Contract (ABC): Php 17,430.00</b> |      |           |  |           |  |           |            |

PURPOSE : **Supply and Delivery of AS-RAMD 1st Quarter Supplies for 2021**

PR No. **01-20001-PR-2021-06-00190**

**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.

  
**JAHNINE I. AGSAOAY**

Procurement Officer

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

\_\_\_\_\_  
 (Signature over printed name)

Supplier