

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

REQUEST FOR QUOTATION

RFQ No. **21-1110 SHOPPING (B)**
 Date: **October 11, 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 1:00 PM of October 12, 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 V. Garcia, Jr.
 WILLIAM V. GARCIA, JR.

Officer-In-Charge, Procurement Planning & Management Division

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
2. Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
3. Good/s shall be delivered within **Ten (10) working days from receipt of Purchase Order (PO).**
4. Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
5. 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.
6. 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.**
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty: _____
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. **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."**

Jahnine G. Agsaoay
 JAHNINE G. AGSAOAY
 Procurement Officer

 (Signature over Printed Name)
 Supplier

