

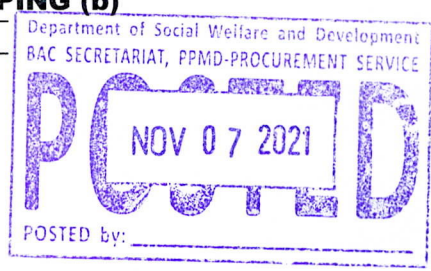
Jerome

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

REQUEST FOR QUOTATION

RFQ No. **21-1224 SHOPPING (b)**  
Date: **October 28, 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 4:00 PM of NOVEMBER 11, 2021 (Thursday). 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

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

Lot 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	150	ream	Paper, Multicopy, 80 gsm, size: 210mm x 297mm ✓	200.00			
	2	book	Record Book, 500 pages, size: 214mm x 278mm min ✓	135.00			
	20	pack	Battery, dry cell, AA, 2 pieces per blister pack ✓	100.00			
	20	pack	Battery, dry cell, AAA, 2 pieces per blister pack ✓	90.00			
	50	piece	DVD Rewritable, speed: 4x min. 4.7 GB capacity min ✓	50.00			
			<b>Approved Budget for the Contract (ABC): PhP 36,570.00</b> ✓				
2	120	bottle	Alcohol, ethyl, 68%-72%, scented, 500mm (-5ml) ✓	100.00			
	20	can	Disinfectant Spray, aerosol type, 400-550 grams ✓	500.00			
	4	bundle	Rags, all cotton, 32 pieces per kilogram min ✓	90.00			
	60	piece	Face Shield, direct splash protection, full face shield, anti-fog, latex-free, one size fits all, disposable ✓	124.80			
	120	box	Surgical Mask, 3-ply, disposable, ear loop, wired ✓	700.00			
	20	piece	Washable Reusable Face Mask, Free size, 2-ply, breathable, comfort use for long hours, assorted plain colors ✓	150.00			
			<b>Approved Budget for the Contract (ABC): PhP 116,848.00</b>				
3	80	cart	Ink Cart, HP CZ107AA, (HP678), Black ✓	480.00			
	30	cart	Ink Cart, HP CZ108AA, (HP678), Tricolor ✓	480.00			
			<b>Approved Budget for the Contract (ABC): PhP 52,800.00</b>				
4	3	cart	Drum Cart, Lexmark K52OZA, Black Imaging ✓	6,000.00			
	18	cart	Lexmark 503U, Ultra High Yield Return Program Toner cart ✓	20,000.00			
			<b>Approved Budget for the Contract (ABC): PhP 378,000.00</b>				

PURPOSE : **Supplies for 3rd Quarter**

PR No. **2021-07-0146**

**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