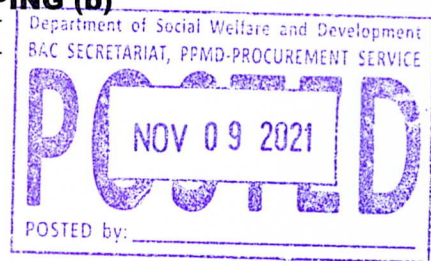


Jerome

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

REQUEST FOR QUOTATION

RFQ No. **21-1250 SHOPPING (b)**  
Date: **November 2, 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 **9:00 PM of NOVEMBER 13 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 and register for free."**

**KAREN JOY M. FERRER**  
Procurement Officer

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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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Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
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	30	bottle	Code C13T00S14A 003 Ecotank Black Ink Bottle 65ml - EPSON	1,500.00			
2	20	bottle	Code C13T00S24A 003 Ecotank Cyan Ink Bottle 65ml - EPSON	1,500.00			
3	20	bottle	Code C13T00S44A 003 Ecotank Yellow Ink Bottle 65ml - EPSON	1,500.00			
4	20	bottle	Code C13T00S34A 003 Ecotank Magenta Ink Bottle 65ml - EPSON	1,500.00			
			<b>Approved Budget for the Contract (ABC): PhP135,000.00</b>				
5	40	cart	Ink Cart, HP, CN053A (932XL) Black for HP Officejet HP7610/7612	2,000.00			
6	20	cart	Ink Cart, HP, CN054A (933XL) Cyan for HP Officejet HP7610/7612	1,900.00			
7	20	cart	Ink Cart, HP, CN055A (933XL) Magenta for HP Officejet HP7610/7612	1,900.00			
8	20	cart	Ink Cart, HP, CN056A (933XL) Yellow for HP Officejet HP7610/7612	1,900.00			
			<b>Approved Budget for the Contract (ABC): PhP 194,000.00</b>				
9	10	cart	Toner Cart, Brother, TN-2260, for Fax 2840	3,000.00			
10	40	cart	Toner Cart, Brother, TN-2380, for HL-L2365DW Printer	3,800.00			
11	39	cart	Toner Cart, Brother, TN-3290, for Brother HL5350DN	3,800.00			
12	10	cart	Drum 3215 for Brother HL5350DN	3,800.00			
13	10	cart	Drum 2355 for Brother HL-L2365DW Printer	3,800.00			
14	2	cart	Drum 2255 for Fax 2840	3,800.00			
			<b>Approved Budget for the Contract (ABC): PhP 413,800.00</b>				

PURPOSE : **Supply and Delivery of 2021 3rd Quarter Requirement of the Bureau**

PR No. **2021-09-0510**

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

(Signature over printed name)