

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

REQUEST FOR QUOTATION

RFQ No. 18-0619 Shopping (B)  
Date: May 29, 2018

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**, **within 24 hours from receipt of notice**.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through number **951-7116** or email to **quotations@dswd.gov.ph** not later than **5:00 P.M of June 8 2018**. **Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.**



Very truly yours,

(ORIGINAL SIGNED)  
**KARINA ANTONETTE A. AGUDO**  
OIC-Procurement Planning & Management Division

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall not be less than **Sixty (60) calendar**
- Good/s shall be delivered within **Seven (7) working days upon receipt of Purchase Order**
- Place of Delivery: **DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City**
- Terms of Payment: **within 15-30 days upon final inspection and acceptance.**  
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."

(ORIGINAL SIGNED)  
**ABEGAIL GEY B. GUBATON**  
Procurement Officer

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

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **18-0619** Shopping (B)  
Date: May 29, 2018Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No : \_\_\_\_\_  
TIN No. : \_\_\_\_\_

Lot	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
				(Please indicate the detailed specifications of the product/services being offered in the space provided below)		
<b>1</b>	10	cart	Toner Cartridge, Brother TN-340Bk, Black			
	10	cart	Toner Cartridge, Brother TN-340C, Cyan			
	10	cart	Toner Cartridge, Brother TN-340M, Magenta			
	10	cart	Toner Cartridge, Brother TN-340Y, Yellow			
	5	drum	Drum, Brother, DR-340CL			
			<b>Approved Budget for the Contract: PhP 158,000.00</b>			
<b>2</b>	10	cart	Toner Cartridge, Canon, 319			
			<b>Approved Budget for the Contract: PhP 50,000.00</b>			
<b>3</b>	6	cart	Ink Cartridge, Design Jet HP, 727, 300-ml C1Q12A, Matte Black			
	6	cart	Ink Cartridge, Design Jet HP, 727, 130-ml B3P23A, Photo Black			
	6	cart	Ink Cartridge, Design Jet HP, 727, 130-ml B3P19A, Cyan			
	6	cart	Ink Cartridge, Design Jet HP, 727, 130-ml B3P24A, Gray			
	6	cart	Ink Cartridge, Design Jet HP, 727, 130-ml B3P20A, Magenta			
	6	cart	Ink Cartridge, Design Jet HP, 727, 130-ml B3P21A, Yellow			
			<b>Approved Budget for the Contract: PhP 180,000.00</b>			

PURPOSE : 2nd Quarter Supplies for the DRMB

PR No. 2018051382

**IMPORTANT:** The winning bidder **MUST** pick-up duplicate copy and **SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.

(ORIGINAL SIGNED)

**ABEGAIL GEY B. GUBATON**

Procurement Officer

Tel no. 951-7116 / Fax No. 931-6139

(Signature over printed name)

Supplier