

P Lazvi

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

REQUEST FOR QUOTATION

RFQ No. **20-0602 Shopping (B)**

Date: June 26, 2020

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

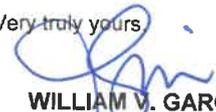
Sir/Madam:

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. 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 Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers 951-7116 or email to [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than 1:00 p.m of July 6, 2020. 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.**  
Supervising Administrative Officer of PPMD-PMS

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 **Thirty (30) working days upon receipt of Purchase Order (P.O)**
- Place of Delivery: DSWD-Central Office, Procurement Service - Warehouse, IBP Road, Constitution Hills Q.C.
- Terms of Payment: **within 15-30 days upon completion of all 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."**

  
**RODEL D. TORRATO**  
Procurement Officer

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

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Batasan Pambansa Complex, Constitution Hills, Quezon City

**RFQ No. 20-0602 Shopping (B)**

Date: June 26, 2020

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Cellphone No: \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

| ITEM | Qty. | Unit  | Purchaser's Specifications   | Unit Cost | Bidder's Specifications   |  | Unit Cost | Total Cost |
|------|------|-------|--|-----------|---|--|-----------|------------|
|      |      |       |  |           | Please write the detailed specifications in the space provided) |  |           |            |
|      |      |       | <b>Supply and Delivery of Printer or Facsimile or Photocopier Supplies</b> |           |   |  |           |            |
|      | 16   | piece | Ink Cart, Canon - 319, Black   | 4,770.00  |   |  |           |            |
|      | 12   | piece | Ink Cart, Canon - 318, Black   | 6,300.00  |   |  |           |            |
|      | 6    | piece | Ink Cart, Canon - 318, Cyan  | 6,000.00  |   |  |           |            |
|      | 6    | piece | Ink Cart, Canon - 318, Magenta   | 6,000.00  |   |  |           |            |
|      | 6    | piece | Ink Cart, Canon - 318, Yellow  | 6,000.00  |   |  |           |            |
|      | 13   | piece | Toner Cart, Brother TN-340BK, Black  | 5,000.00  |   |  |           |            |
|      | 4    | piece | Toner Cart, Brother TN-340C, Cyan  | 5,500.00  |   |  |           |            |
|      | 5    | piece | Toner Cart, Brother TN-340M, Magenta                                       | 5,500.00  |   |  |           |            |
|      | 5    | piece | Toner Cart, Brother TN-340Y, Yellow  | 5,500.00  |   |  |           |            |
|      | 12   | piece | Toner Cart, Canon, 332, Black  | 8,300.00  |   |  |           |            |
|      | 8    | piece | Toner Cart, Canon, 332, Cyan   | 12,258.00 |   |  |           |            |
|      | 8    | piece | Toner Cart, Canon, 332, Magenta  | 12,258.00 |   |  |           |            |
|      | 8    | piece | Toner Cart, Canon, 332, Yellow   | 12,258.00 |   |  |           |            |
|      |      |       | <b>Approved Budget for the Contract (ABC): PHP 795,712.00</b>              |           |   |  |           |            |
|      |      |       | xxxxx-Nothing Follows-xxxxx  |           |   |  |           |            |

PURPOSE: Procurement of Printer or Facsimile or Photocopier Supplies of DRMB

PR No. 01-20001-PR-2020-05-00146

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

**RODEL D. TORRATO**

Procurement Officer

Nos. 931-6139/ 931-8101 to 07 local 122

(Signature over printed name)

Supplier