

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2018-12-1724 SVP

Date: December 20, 2018

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

Sir/Madam:

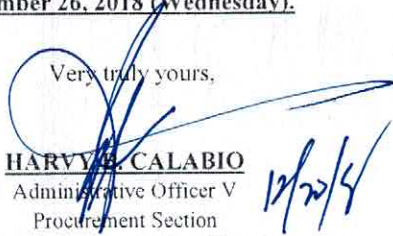
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 336-8106 to 07 loc. 111 or email to: pantawidprocurement4b@gmail.com** not later than **5:00PM on December 26, 2018 (Wednesday)**.

Very truly yours,

  
**HARVEY S. CALABIO**  
Administrative Officer V  
Procurement Section

12/20/18  
Telefax: 336-8106 to 07 loc. 101 & 111

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Good/s shall be delivered on: (15) FIFTEEN DAYS UPON RECEIPT OF APPROVED FINAL PROOF
- Place of Delivery: DSWD F.O IV-MIMAROPA, 1680 F.T BENITEZ ST., MALATE, MANILA
- Terms of Payment: within 15-30 days upon final inspection and acceptance  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ 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 shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of 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: \_\_\_\_\_
- 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) to register"

  
ADRIAHN M. BERNULLA

Procurement Officer

Tel. No: 336-8106 Local 101

Signature Over Printed Name

( Supplier )

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RFQ No. 2018-12-1724  
 Date: \_\_\_\_\_  
 MOP: SVP

(should be filled up by suppliers)

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	360	pcs	Printing of Coffee Table book with box/cover  Specifications:  Size: 8.5 x 11 inches Binding: Sewn Bound, Left binding Type of Paper: Cover Page and Back Page - hard bound Inner Pages - 170gsm Printing: Cover - Spot UV, Matte Laminated Full Color Inner Pages - Matte Finish, Full Color, 50 sheets (100 pages) Box/Cover: Hard Bound with Spot UV *****NOTHING FOLLOWS*****	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification "Failure to indicate information could be basis for non-compliance."		
			Page 1 of 2			

PURPOSE: Printing of Coffee Table book with box/cover

PR No.: 2018-12-1724

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax.

FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

ADRIAHN M. BERNULLA

Procurement Officer

(Signature over printed name)

Supplier

VAT

Non-VAT

Tel: 336-8106 Local 101/Fax No: 336-8106 Local 111/Email: [pantawidprocurement4b@gmail.com](mailto:pantawidprocurement4b@gmail.com)

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(should be filled up by suppliers)

MOP:

SYP

Company Name  
Company Address  
Contact Person  
Contact No.  
Company TIN  
PhilGEPS Reg. No.

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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			<b>Note:</b> Attached is the sample compendium for reference <b>Proofing:</b> 1st draft: 3 working days upon receipt of approved PO/CD 2nd draft: 3 working days upon receipt of 1st draft Final Delivery: 15 working days upon receipt of approved final Proof Delivery place: DSWD F.O IV-MIMAROPA, 1680 F.T BENITEZ ST., MALATE, MANILA <b>APPROVED BUDGET COST: 180,000.00</b>	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification "Failure to indicate information could be basis for non-compliance."		
			Page 2 of 2			

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VAT  
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