

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

REQUEST FOR QUOTATION

RFQ No. 2018-12-1717 - SVP

Date: December 17, 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.

Additionally, please attach copies of your **Company's Business Permit, PhilGEPS Certificate and latest Income/Business Tax Return**. 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.

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. 101/111 or email to: procurementdswd4bmimaropa@gmail.com** not later than **5:00 PM on December 20, 2018 (Thursday)**.

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall not be less than Thirty (30) days
3. Services shall be delivered on: December 26-28, 2018
4. Place of Delivery: Batangas, Laguna or Cavite Area
5. Terms of Payment: within 15-30 days upon completion of supporting documents
6. Liquidated Damages/Penalty: 1/10 of 1% for everyday of delay shall be imposed
7. Indicate brand, model and country of origin. _____
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____
10. 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"

JEROME S. LIMBO
Procurement Officer

Telefax: 336-8106 to 07 loc. 101 & 111
Company Phone Number : 0939-502-4258

Signature Over Printed Name
(Supplier)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Date: _____ (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	1	pax	DOCUMENTER (2 days) Date: December 26-28, 2018 Venue : Batangas, Laguna or Cavite Area (1 pax X 1,500.00 X 2 days = Php 3,000.00)			
			INDIVIDUAL QUALIFICATIONS: * Atleast had 1 project experience in documentation * Skills in Operating word processing * Graduate of atleast 2 years course * Curriculum Vitae			
			TERMS OF REFERENCE: * Responsible in process documentation of the activity. * Responsible in taking pictures of the activity			
			TERMS OF PAYMENT: * Document feedback from the activity of the participants			
			CONTRACT DURATION: * Demand Payment * December 26-28, 2018			
			DELIVERABLES: * Will submit the final reports between 7 to 10 days after the event.			
			CONTACT PERSON & No.: * Dianne Michelle Cayabyab - (0926-890-5518)			
			***** Nothing Follows*****			
			APPROVED BUDGET FOR THE CONTRACT: Php 3,000.00			
				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."		

PURPOSE: Documenter for the conduct of PPD Performance Review and Evaluation cum Listahanan PIR

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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.

JEROME S. LIMBO
Procurement Officer

Tel: 336-8106 Local 101 & 111/Email: procurementswd4bminaropa@gmail.com
Company Phone Number : 0939-502-4258

(Signature over printed name)
Supplier

VAT
 Non-VAT