



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-02-0161 NP-SVP

Date: FEBRUARY 25, 2021

Company Name :
Company Address :
Contact Person :
Contact No. :
Email Address :
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, Mayor's 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) 5336-8106 to 07 loc. 111 or email to: procurement.fomimaropa@dswd.gov.ph not later than 5:00 PM on March 5, 2021 (Friday).

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

Handwritten signature and date: 2/25/2021

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [X] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: 15 days upon issuance of Purchase Order
4. Place of Delivery: DSWD Regional Office, Malate, Manila
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty:
10. NOTE: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS).

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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RFQ 2021-02-0168 NP-SVP

Date: _____ (should be filled up by suppliers)

MOP: NP- SVP

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Email Address : _____
 Company TIN : _____
 PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
			SUPPLY AND DELIVERY OF COMMUNICATION AND SOCIAL MARKETING EQUIPMENT		
1	1	PC	RING LIGHT <i>Specifications:</i> 18" LED Dimmable Ring Light 55 w/5500K Color Temperature 1 pc AC Power Adapter Cord and Plug' 1 pc RL18 Carry Bag 1 pc 6 ft Light Stand 1 pc Hot Shoe Mount		
2	3	PCS	LAPEL MIC <i>Specifications:</i> Lavalier Clip On Omnidirectional Condenser Microphone 20-foot audio cable LR44 700-hour battery 1/4"(6.5mm) Jack adapter Tie clip		
3	1	PC	GREEN SCREEN <i>Specifications:</i> Oxford Chroma Green Material Aluminum Housing 150cm x 200cm Maximum Height Hydraulic Assisted Open Screen Size: 59 x82.67 inches Retracted Size: 61 x 4.3 x 4.7 inches Weight: 8.75 kilograms		
4	2	PCS	TRIPOD <i>Specifications:</i> Material: Aluminum Alloy Max load: 8kg Min. Height: 42cm Max. Height: 156cm Tube Diameter: 26mm		
5	3	PCS	MEMORY CARD <i>Specifications:</i> 64gb DS Card Shot speeds up to 90MB/s, transfer speeds up to 170MB/s UHS speed Class 3 (U3) and video speed Class 30 (V30) for 4K UHD video		
			APPROVED BUDGET FOR THE CONTRACT: Php 51,500.00		
			DELIVERY PLACE: DSWD REGIONAL OFFICE, MALATE, MANILA		
			PAGE 1 OF 1		
				"Failure to indicate information could be basis for non-compliance."	

PURPOSE: SUPPLY AND DELIVERY OF COMMUNICATION EQUIPMENT FOR REGIONAL OFFICE USE

PR No.: 2021-02-0168

VAT
 Non-VAT

 (Signature over printed name)

Supplier

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