



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

**REQUEST FOR QUOTATION**

RFQ No. 2021-04-0337NP-SVP  
 Date: April 27, 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 May 4, 2021 (Tuesday)**.

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

Very truly yours,

**HARVY B. CALABIO**  
 Administrative Officer V  
 Procurement Section

*4/29/21*

**Terms and Conditions:**

1. Award shall be made on per:  item basis  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  
 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**
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. 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.
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). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"**

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

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



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RFQ 2021-04-0337NP-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
<b>Supply and Delivery of Various ICT Equipment for 2021</b>					
1	20	pcs	Digital Boundary Microphone USB Conference Mic Omnidirectional Plug- Specifications: Cartridge : 16mm condenser cartridge Polar Pattern : omnidirectional Frequency Response: 30 Hz- 20kHz Sensitivity : -25+ 3db (0dB=1V/Pa at 1kHz) Distortion : < =1.5% at 1kHz S/N Ratio : > = 62dB Low Cut : 150Hz 6dB/Oct Power Supply : USB (DC 5V 500mA) Sample Rate : 44.1/48 kHz Bit Rate: 16 bit Item Size : 10 * 2cm/3.9 * 0.8 in Item Weight : 205g /7.2 oz 1 year warranty		
<b>Approved Budget for the Contract=Php 50,000.00</b>					
2	20	pcs	1080P Full HD LED Camera Webcam best for Zoom Skype Video Messenger Laptop PC Desktop Computer		
<b>Approved Budget for the Contract=Php 44, 000.00</b>					
3	1	pc	Smart Keyboard Folio for Ipad Pro (11 inch) Specifications: Can be switch between two viewing angles Front and back protection		
<b>Approved Budget for the Contract=Php 14,999.00</b>					
<b>Delivery Place: DSWD MIMAROPA Region , Malate, Manila</b>					
<b>Delivery Date: 15 days upon receipt of approved PO</b>					
				"Failure to indicate information could be basis for non-compliance."	

PURPOSE: Supply and Delivery of ICT Equipment for 2021 (Microphone, Webcam and Keyboard)

PR No.: 2021-04-0337

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.