



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

REQUEST FOR QUOTATION

RFQ No. 2021-08-0747 - NP-SVP

Date: August 17, 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, 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: ambnulla@dswd.gov.ph** not later than **5:00 PM on August 24, 2021 (Tuesday)**.

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

8/17/2021

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
- Services shall be delivered c (15) Fifteen days after receipt of approved Final Proof
- Place of Delivery: MIMAROPA Provinces and Regional Office
- 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 to register"

ADRIAHN M. BERNULLA
Administrative Assistant II
Telefax: 336-8106 to 07 loc. 101 & 111

Signature Over Printed Name
(Supplier)



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"

RFQ No. 2021-08-0726

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	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
Printing and Delivery of IEC Materials						
1	186,000	piece	Leaflet (Systems) Size: A4 Fold: Tri-Fold, 3 panels (Landscape) Printing: Full Color; Back-to-back Paper: Matte Laminated; 180gsm Approved Budget Cost: Php 325,500.00			
2	8,500	piece	Leaflet (Election/Active Citizenship) Size: A4 Fold: Tri-Fold; 3 panels (Landscape) Printing: Full color; back-to-back Paper: Matte Laminated; 180gsm Approved Budget Cost: Php 14,875.00			
3	72	piece	Tarpaulin (Validation) Size: 6x4 Feet (LxW) Details: with eyelets on 4 sides Printing: Full Color Material: Tarpaulin Approved Budget cost: Php 36,000.00 *****NOTHING FOLLOWS***** Note: Please see attached designs Proofing: 1st draft - 3 working days upon receipt of PO/CD 2nd draft - 3 working days upon receipt of 1st draft Final Proof - on or before September 6, 2021 Final Delivery - 15 working days upon receipt of approved Final Proof/inspected before actual hauling Packing - well-packed/bubble wrapped/boxed Delivery dates: September 21, 2021 Delivery Sites: (see distribution list below): Capitol Compound, Brgy., Bangbangalon, Boac, Marinduque *Leaflet (Systems) - 11,500 pcs *Leaflet (Election/Active Citizenship) - 1,000 pcs *Tarpaulin (Validation) - 6 pcs			
<i>Page 1 of 2</i>						
				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: Printing and Delivery of IEC Materials
 PR No.: 2021-08-0726

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
 Administrative Assistant II

Tel: 336-8106 Local 101 & 111/Email: ambernulla@dswd.gov.ph

 (Signature over printed name)
 Supplier

VAT
 Non-VAT



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"

RFQ No. 2021-08-0726

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	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
Printing and Delivery of IEC Materials						
			Servañez Bldg., Gen. Luna St., Liwayway, Odiongan, Romblon			
			*Leaflet (Systems) - 17,475 pcs			
			*Leaflet (Election/Active Citizenship) - 1,000 pcs			
			*Tarpaulin (Validation) - 17 pcs			
			M.H Del Pilar St., Brgy., 7, San Jose, Occidental Mindoro			
			*Leaflet (Systems) - 28,000 pcs			
			*Leaflet (Election/Active Citizenship) - 1,000 pcs			
			*Tarpaulin (Validation) - 11 pcs			
			3rd Flr., L&A Panaligan Bldg., San Vicente East, Calapan City, Oriental Mindoro			
			*Leaflet (Systems) - 55,000 pcs			
			*Leaflet (Election/Active Citizenship) - 2,000 pcs			
			*Tarpaulin (Validation) - 15 pcs			
			G7 Bldg., Unit 2/2nd Flr., 131 National H-way, San Pedro, Puerto Princesa City, Palawan			
			*Leaflet (Systems) - 74,000 pcs			
			*Leaflet (Election/Active Citizenship) - 3,490 pcs			
			*Tarpaulin (Validation) - 23 pcs			
			DSWD F.O IV-MIMAROPA, 1680 F.T Benitez St., Malate, Manila			
			*Leaflet (Systems) - 25 pcs			
			*Leaflet (Election/Active Citizenship) - 10 pcs			
<i>Page 2 of 2</i>						
				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: Printing and Delivery of IEC Materials
PR No.: 2021-08-0726

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Tel: 336-8106 Local 101 & 111/Email: ambernulla@dswd.gov.ph

(Signature over printed name)
Supplier

VAT
 Non-VAT