



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

REQUEST FOR QUOTATION

RFQ No. 2021-08-0759 NP-SVP
 Date: August 26, 2021

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

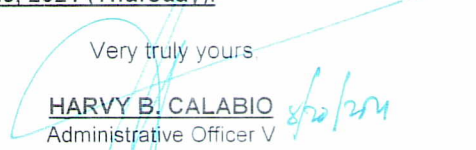
Sir/Madam:

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 1630 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 26, 2021 (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. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered (15) Fifteen days after receipt of approved Final Proof
4. Place of Delivery: DSWD IV-MIMAROPA, 1680 F.T Benitez St., 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 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. 2021-08-0759

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
PRODUCTION OF ADVOCACY MATERIALS						
1	250	piece	Pantawid Notebook/Planner (w/ IEC inserts) Type: Spiral Size: 14cm x 21cm (WH) Covers: Matte Laminated; 250gsm (front and back) Inserts: Matte Laminated; 200 gsm (back-to-back) sheets: 100gsm; with black horizontal lines Quantity: 3 inserts; 100 sheets Print: Full Color (Front/back cover and inserts) Approved Budget Cost: Php 28,500.00			
2	100	piece	Pantawid Certificate Holders Size: A4 (landscape) Cover: Double casing Material: Leather Color: Navy Blue Print: Silver Stamping Logo/ embossed Inside: C2S Glossy paper; with insert ribbon on 4 sides Approved Budget Cost: Php 12,000.00			
3	60	piece	Pantawid Pen Type: Sign Pen Black/White Body Signpen Black 0.5mm, needle point 9.9mm diameter grip, Black, Retractable Quick-Drying, Smear Resistant, dye based ink Print: (Minimal) Logo Colored Approved Budget Cost: Php 3,000.00			
4	21	piece	Pantawid Plaques of Recognition Material: Wood and Transparent Glass Size: 8x8 inches (wood); 7x7 inches (glass) Thickness: 1 inch (wood); 0.5 inch (glass) Base 1: 0.5 inch H x 5 inches L x 1.5 inches W Base 2: 1 inch H x 8 inches L x 2.5 inches W Print: Glass - embossed, full color (glass); wood - burned Packaging: Hardbound Box with Logo Print Approved Budget Cost: Php 27,499.50			
<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: PRODUCTION OF ADVOCACY MATERIALS
 PR No.: 2021-08-0759

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 bidding.

ADRIAHN M. BERNULLA
 Administrative Assitant II

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

 (Signature over printed name)
 Supplier

VAT
 Non-VAT

