



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

REQUEST FOR QUOTATION

RFQ No. 2021-09-0798 NP-SVP
 Date: September 15, 2021

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

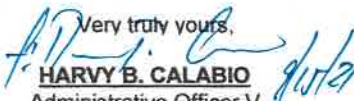
Sir/Madam:

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. 24052 or email to: jassarmiento@dswd.gov.ph** not later than **5:00 PM on September 22, 2021 (Wednesday)**.

Very truly yours,

HARVY B. CALABIO
 Administrative Officer V
 Procurement Section

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 **at least 7 days after approval of Purchase Order**
- Place of Delivery: **DSWD MIMAROPA - 1680 F.T. Benitez Street Cor. General Malvar, Malate, Manila and SWADT Provinces**
- 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"**


JOSHUA ABBRIE S. SARMIENTO
 Procurement Officer
 Telefax: 5336-8106 to 07 loc. 24052

 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 2021-09-0798

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
1	1,478	piece	Production and Delivery of Information, Education Campaign (IEC) Advocacy Materials on Barangay Protocol in Handling CAR and CACL			
			Specifications:			
			Paper Stock (Cover): Foldcote cal 12			
			Paper Stock (Inside Page): Book Paper, 120 gsm uncoated			
			Color: Full Color			
			Size: 8.5(W) x 11(H) inches			
			No. of sheets/pages: 110 (excluding covers)			
			Binding: Perfect Binding			
			Finish: Cover with Matte Lamination			
			Others: with typesetting and tying out			
			*****Nothing Follows*****			
			*must provide sample design 3 days upon receipt of P.O.			
1		Hauling				
			Areas of Delivery:			
			SWADT Marinduque- Capitol Compound, Boac, Marinduque			
			Quantity: 221 copies			
			Contact person: Ms.Helen Alcoba			
			SWADT Occidental Mindoro- M.H. Del Pilar St., Brgy 7, San Jose, Occidental Mindoro			
			Quantity: 165 copies			
			Contact person: Ms.Sheila Sarabia			
			SWADT Oriental Mindoro- Capitol Complex, Camilmil, Calapan City, Oriental Mindoro			
			Quantity: 429 copies			
			Contact person: Ms.Severina Boongaling			
			SWADT Romblon - Servañez Bldg., Brgy Liwayway, Odiongan, Romblon			
			Quantity: 222 copies			
			Contact person: Ms.Abegail F. Fetilo			
			SWADT Palawan - 54 H. Medoza St., Puerto Princesa City, Palawan			
			Quantity: 438 copies			
			Contact person: Mr. Eric Aborot			
			DSWD MIMAROPA Regional Office- 1680 F.T. Benitez St. Cor. Gen. Malvar, Malate, Manila			
			Quantity: 3 copies			
			Contact person: Ms. Vivien Agustin			
			Delivery Place: *Please see attached distribution list of IEC Materials	"Failure to indicate information could be basis for non-compliance."		
			Delivery Date: 7 days upon inspection of Produced Material			
			Approved Budget Cost: 248, 870.00			

PURPOSE: Reproduction and Delivery of Barangay Protocol in Handling CAR and CACL - Information and Education Campaign (IEC) Advocacy Materials to Duty Bearers in MIMAROPA
PR No.: 2021-09-0798

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.

JOSHUA ABBRIE S. SARMIENTO
Procurement Officer
Telefax: 5336-8106 to 87 loc. 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT