



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

REQUEST FOR QUOTATION

RFQ No. 2021-09-0834 NP-SVP
Date: September 21, 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. 24051-52 or email to: lglicop@dswd.gov.ph** not later than **5:00 PM on SEPTEMBER 28, 2021.**

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 or November 25, 2021
- Place of Delivery: DSWD SWADT-PALAWAN Office (#54 H. Mendoza St., Brgy. Model, Puerto Princesa City, Palawan)
- 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"

LORETTA G. LICOP
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52

(Supplier)



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Date: _____

MOP: NP-SVP

Company Name : _____
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 PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	Purchaser's Spcification	Bidder's Specifications	Unit Cost	Total Cost
1	150	jar	ASCORBIC ACID with ZINC, 500mg/15mg, 10 Capsule/Pack			
2	50	pack	PARACETAMOL, 500mg, 20 tablets/pack			
3	50	bottle	ALCOHOL, ISOPROPHYL, 70% Ethyl Alcohol, 500ml			
4	50	dozen	SHAMPOO, 12 Sachet			
5	50	box	BATH SOAP, ANTI-BACTERIAL, 135 gms			
6	50	pack	COTTON BUDS, 100 tips/pack			
7	50	pack	BISCUIT, SOFT, 10pcs/pack			
8	50	pack	CEREAL DRINKS, 40 grams, VANILLA or CHOCOLATE Flavor, 12 pcs/pack			
9	50	pack	CHOCOLATE MALT DRINK, 24 grams, 12 pcs/pack			
10	50	piece	ECO BAG, RECYCLABLE, RED			
11	50	box	TOOTHPASTE, Tube, 125ml			
12	50	piece	TOOTHBRUSH, Soft Bristle, Individual Piece/Pack			
13	150	piece	INSTANT NOODLES, MAMI, 55gms-70gms			
14	50	box	FACE MASK, DISPOSABLE, Size: 17.5 x 9.5 cm, 3-Ply, Non-Woven + Fliter Cotton, 50pcs/box			
15	100	can	SARDINES, IN TOMATO SAUCE, 155gms			
*****NOTHING FOLLOWS*****						
APPROVED BUDGET FOR THE CONTRACT: PHP 50,000.00				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: PURCHASE OF WELFARE GOODS (HYGIENE KITS, VITAMINS AND GOODS) FOR PERSONS LIVING WITH HIV IN OBSERVANCE OF WORLS AIDS DAY
 PR No.: 2021-09-0834

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.

LORETTA G. LICOP
 Procurement Officer
 Telefax: 5336-8186 to 07 loc. 24052

 (Signature over printed name)
 Supplier

VAT
 Non-VAT