



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

REQUEST FOR QUOTATION

RFQ No. 2021-09-0839
 Date: September 22, 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: ambernulla@dswd.gov.ph** not later than **5:00 PM on September 29, 2021 (Wednesday)**.

Very truly yours,

HARVY B. GALABIO
 Administrative Officer V
 Procurement Section

9/22/2021

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) Fifteen working days after receipt of approved Final Proof
4. Place of Delivery: Regional Office and MIMAROPA Provinces
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)



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RFQ No. 2021-09-0839

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	500	piece	Booklet of Success Stories Size: 8.5x11 inches (spread); 8.5x5.5 inches (folded) Cover Paper: C2S 220 lbs (matte laminated w/ spot UV) Print: Full Color (Back-to-back) Inside Paper: C2S 110lbs (matte finish) No. of Pages: 100 pages; 50 sheets (excl. cover page) Binding: Perfect Bind (left binding; smyth sewn) Print: Full color (all pages; back to back) *****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 proof Final Proof - on or before November 19, 2021 Final Delivery - 15 working days upon receipt of approved Final Proof/inspected before actual hauling Delivery dates: December 10, 2021 Delivery sites (see distribution list below): 40 piece Capitol Compound, Brgy., Bangbangalon. Boac Marinduque 106 piece Servanez Bldg., Gen Luna St., Brgy., Liwayway, Odiongan, Romblon 70 piece M.H Del Pilar St., Brgy., 7, San Jose, Occidental Mindoro 94 piece 3rd Fir., L&A Panaligan Bldg., San Vicente East, Calapan City, Oriental Mindoro 142 piece G7 Bldg., Unit 2/2nd Floor, 131 National H-way, San Pedro, Puerto Princesa City, Palawan 48 piece DSWD .F.O IV-MIMAROPA, 1680 F.T Benitez St., Malate, Manila Approved Budget Cost: Php 144,050.00			
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: Printing and Delivery of IEC Materials
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.

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