



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

REQUEST FOR QUOTATION

RFQ No. 2021-10-0983 NP SVP
 Date: October 27, 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: ccrvictorio@dswd.gov.ph** not later than **5:00PM on November 3, 2021 (Wednesday)**.

Very truly yours,

HARVY B. CALABIO
 Administrative Officer V
 Procurement Section
 Tel. No: 5336-8106 loc 24051-52

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 7 days upon receipt of approved PO
- Place of Delivery: SWADT Marinduque Capitol Compound, Brgy. Bangbanganon, Boac, Marinduque
- 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"**


 C CATHERINE CATHY R. VICTORIO
 AA-Procurement Section

Tel. No: 5336-8106 loc 24051-52

 Signature Over Printed Name
 (Supplier)



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Date: _____ (should be filled by suppliers)

MOP: 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
1	124	bot	ISOPROPYL ALCOHOL Main Ingredient: 70% Isopropyl Alcohol Net weight/volume: 100ml Features: Rubbing Alcohol Antiseptic and Disinfectant			
2	124	box	VITAMINS (100 tablets/capsules) Function: Multi vitamins and Minerals Quantity: 100 / box Features: ASCORBIC ACID (as sodium ascorbate) + zinc 500mg Vitamin C (equivalent to 562.5mg Sodium Ascorbate) 40mg Zinc (elemental equivalent to 109.8mg Zinc Sulphate Monohydrate) Wellbeing supplement for immunity, digestion and liver, heart and blood pressure			
3	248	box	SURGICAL FACE MASK Material: Non wovwn + Filter cotton Type: Anti-dust, haze, smoke, germs Color: Any color Size: 17.5cm * 9.5cm Quantity: 50 pcs Specification: Soft breathable, Soft fibrous material 3-ply, disposable mask with stretchy ear loop for closely fit, easy to wear and off effectivelu protecting you from dust, germs, smoke, ashes, pollen and allegens.			
4	186	pcs	FACE SHIELD WITH GLASS FRAME Face shield type: Three quarter length clear visor, 7.5 in Size: Full length Specifications: Designed for procedures and environments where risk and exposure to bloo and/or bodily fluids through splashing Resistant to fogging; Latex-free Equiped with glasses frame; clear fo maximum visibility			
5	62	box	GLOVES Type: Ambidextrous Length: 24cm Specificatons: Examination gloves, disposable, non-sterile, latex, pwder-free Finger-textured; conforms to EN 374 equivalent			
6	62	pcs	PPE CANVASS BAG WITH DSWD LOGO Size: 14" x 16" Specifications: A convenient storage option for all your PPE essentials; washable bag; wide compartments for masks and other essentials ***nothing follows*** Delivery Place: SWADT Marinduque Capitol Compound, Brgy. Bangbanganon, Boac, Marinduque Delivery date: 7 days upon received of approved PO	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."		
Approved Budget Cost: Php 112,840.00						

PURPOSE: To purchase PPEs for DSWD Field Office MIMAROPA Staff

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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.

CATHERINE CATHY R. VICTORIO
 AA-Procurement Section

VAT

Non-VAT

(Signature over printed name)
Supplier