



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

**REQUEST FOR QUOTATION**

RFQ No. 2021-10-1016 NP SVP  
 Date: November 2, 2021

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

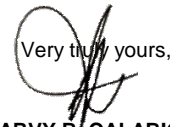
Sir/Madam:

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

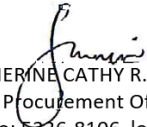
Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 336-8106 to 07 loc. 111 or email to: ccrvictorio@dswd.gov.ph** not later than **5:00PM on November 9, 2021 (Tuesday)**.

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 **7-10 days upon receipt of approved PO**
- Place of Delivery: **DSWD MIMAROPA FO 1680 F.T. Benitez St. cor Malvar St., Malate, Manila**
- 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 sepcified 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](http://www.philgeps.gov.ph) to register"**

  
 CATHERINE CATHY R. VICTORIO  
 Procurement Officer  
 Tel. No: 5336-8106 loc 24051-52

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



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RFQ No. 2021-10-1016 NP SVP  
 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
6	7	pc	<b>WEB CAMERA</b> with built in microphone Free drive, plug and play View angle: D 126°H 104°V 55° Designed for both laptop and desktop. USB 2.0 Auto focus, support tripod Support Windows 2000, Xp, Vista, Win7, Win8, Win10, Mac, OS, Linux, and other operating system Support CC2000, Web conferencing, ICQ, MSN, Yahoo, Messenger, and Skype <b>Approved Budget Cost: Php 10,500.00</b>			
7	7	pc	<b>HEADPHONES FOR PC/LAPTOP</b> Double ear standard headset closed-type folding cushioned with soft-leather padding <b>Approved Budget Cost: Php 5,600.00</b>			
8	7	pc	<b>LASER POINTER (Red)</b> Button function: Previous / Play, Next / Back screen Battery type: Rechargeable via micro USB, upto 10 hrs life upto 20 meters, 360 degrees, 2.4 GHz wireless technology <b>Approved Budget Cost: Php 10,500.00</b>			
9	7	unit	<b>USB Hub Port/adaptor</b> 1 thunderbolt USB-C port, 1 USB-C data port, 2 USB-A ports, 1 HDMD port, 1 SD card slot, and 1 microSD card slot High speed <b>Approved Budget Cost: Php 28,000.00</b>			
10	5	pc	<b>MEMORY CARD (128gb, MicroSD)</b> for audio recorder <b>Approved Budget Cost: Php 3,500.00</b>			
			***Page 2 of 2*** ***nothing follows*** Delievry place: DSWD MIMAROPA 1680 F.T. Benitez St. cor Malvar St., Malate, Manila Delievry date: 7-10 days upon receipt of approved PO	Note: Please specify brand/model/ origin Please fill up the space for Bidder's Specification		
			<b>Total Approved Budget Cost: Php 135,700.00</b>	"Failure to indicate information could be basis for non-compliance."		-

**PURPOSE:** For the Purchase of Office Equipment for EPAHP-RPMO.

**PR No.:** 2021-10-1016 NP SVP

**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  
 Procurement Officer  
 Tel. No: 5336-8106 loc 24051-52

(Signature over printed name)  
 Supplier

VAT  
 Non-VAT



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**MOP:** SVP

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**PhilGEPS Reg. No.** : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	1	unit	<b>UV-C STERILIZING/DISINFECTION BOX</b> with timer controller (programmable disinfection time) 8W UVC tube Measurement: 18 x 12 x 10 in <b>Approved Budget Cost: Php 2,000.00</b>			
2	2	unit	<b>STAND FAN</b> Blade size: 16 in, with thermal fuse with local supplier warranty <b>Approved Budget Cost: Php 2,800.00</b>			
3	2	pc	<b>AIR PURIFIER</b> Room coverage: 23sq m . (250 sq ft) Noise level: 30-65 dB Purification level: 3(Carbon filter, HEPA type filter, UV) Air delivery type: PureDirect Fan speed: 3 Timer settings: 2/4/8/12 hours Voltage: 120 V Color: White Size: Small Dimensions: 195 x 195 x 451 mm <b>Approved Budget Cost: Php 23,600.00</b>			
4	2	pc	<b>DIGITAL CAMERA</b> with 8x optical zoom 20.1 MP super HAD CCD sensor with wide angle lens inclusion: Memory card <b>Approved Budget Cost: Php 20,800.00</b>			
5	4	unit	<b>PORTABLE DOCUMENT SCANNER</b> Scanner type: A4 sheet-fed colour scanner Sensor type: Contact image sensor (CIS) Scanning method: Fixed document and moving carriage Light source: RGB LED Optical resolution: 600 x 600 dpi Output resolution: 50-1,200 dpi (in 1 dpi increments) Scanner bit depth (colour): 48 bit input, 24 bit output Scanner bit depth (Black and White): 16 bit input, 1 bit output Min document size: 50.8 x 50.8 mm <b>Approved Budget Cost: Php 28,400.00</b>			
			**Page 1 of 2** ***nothing follows***	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
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