



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-11-106 ONP SVP

Date: November 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, 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 22, 2021 (Monday).

Very truly yours,

HARVEY B. CALABIO

Administrative Officer V

Procurement Section

Tel. No: 5336-8106 loc 24051-52

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [X] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered 7-10 days upon receipt of approved PO
4. Place of Delivery: DSWD MIMAROPA 1680 F.T. Benitez St. cor Malvar St., Malate, Manila
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 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.
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"

CATHERINE CATHY R. VICTORIO

Procurement Officer

Tel. No: 5336-8106 loc 24051-52

Signature Over Printed Name

(Supplier)



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RFQ No. 2021-11-1069 NP SVP
 Date: _____ (should be filled up 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	2	pc	Special Proceedings (2020 Edition) Clothbound by Dean Festin			
2	2	pc	Persons and Family Relations 2021 by Atty Rabuya			
3	2	pc	Handbook on Administrative, Disciplinary & Sexual Harassment Cases in the Civil Service by Atty. Clemente			
4	2	pc	Family Law Volume I Clothbound by Legarda, Mawis and Vargas			
5	2	pc	Family Law Volume II Clothbound by Legarda, Mawis and Vargas			
6	2	pc	Family Law Volume III Clothbound by Legarda, Mawis and Vargas			
7	2	pc	Legal Forms 2019b Suarez			
8	2	pc	Civil Procedure: A Guide for the Bench and the Bar Book I (2020) Clothbound by Tan			
9	2	pc	Civil Procedure: A Guide for the Bench and the Bar Book II (2021) Clothbound by Tan			
10	2	pc	Notes and Cases on the Revised Penal Code and Special Laws Books I and II Clothbound by Boado			
11	2	pc	Law on Public Officers Clothbound by Gujilde			
12	1	pc	The Handbook of Local Government Law in the Philippines by Atty. Madrona Jr.			
13	1	pc	The Local Government Code Of 1991 by Attys. Vitor			
14	2	pc	Criminal Procedure: A Guide for the Bench and the Bar (2020) Clothbound by Tan			
15	2	pc	Notes and Cases on the Philippine Government Procurement Law (2019) . A . Vencent L. Salido			
			nothing follows			
				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						
46,600.00						

PURPOSE: 0

PR No.: 2021-11-1069 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: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: procurementds@dswd.gov.ph

VAT
 Non-VAT
 (Signature over printed name)
 Supplier