



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

REQUEST FOR QUOTATION

RFQ No. 2021-11-1087  
Date: November 22, 2021

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

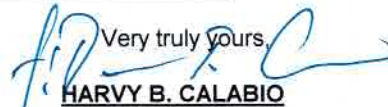
Sir/Madam:

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 November 26, 2021 (Friday).

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 December 06, 2021
- Place of Delivery: MIMAROPA Province
- 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](http://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)



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"

RFQ No. 2021-11-1087

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
<b>Supply and Delivery of SWDI Booklet and Forms</b>						
1	531	Booklet	<b>SWDI SCOREGUIDE BOOKLET</b> Specifications: Cover: Foldcote 20, Full color with UV lamination Size: 9" x 12", 2 outs landscape Inside pages: 16 pages Color: black and white 9" x 12" size, 2 outs, lanscape, back to back printing (total of 30 pages) C2S MATTE 100 Staple binding			
2	245,000	sheet	<b>SWDI SCORESHEET</b> Specification: Size: 8.3 x 11.7 inches (A4 size) Paper: Book paper, 80gsm color: black and white 4 pages back-to-back Printing (2 sheets) Padded Binding 100sets/pad			
3	244,405	sheet	<b>GENERAL INTAKE SHEET (GIS)</b> Specification: Size: 8.3 x 11.7 inches (A4 size) Paper: Book paper, 80gsm Color: black and white 1 page printing padded binding 100sheets/pad Capitol Compound, Brgy., Bangalangon, Boac, <b>Marinduque</b> SWDI Booklet - 28 pcs SWDI Scoresheet - 20,507 pcs General Intake Sheet (GIS) - 20,388  Servanez Bldg., Gen Luna St., Liwayway, Odiongan, <b>Romblon</b> SWDI Booklet - 61 pcs SWDI Scoresheet - 27,516 sheets General Intake Sheet (GIS) - 27,395 sheets  M.H Del Pilar St., Brgy., 7, San Jose, <b>Occidental Mindoro</b> SWDI Booklet - 80 pcs SWDI Scoresheet - 40,417 sheets General Intake Sheet (GIS) - 40,293 sheets  3rd Floor, L&A Panaligan Bldg., San Vicente East, Calapan City, <b>Oriental Mindoro</b> SWDI Booklet - 152 pcs SWDI Scoresheet - 67,340 sheets General Intake Sheet (GIS) - 67,226 sheets  G7 Bldg., Unit 2/2nd Floor 131 National Hwy, San Pedro, Puerto Princesa City, <b>Palawan</b> SWDI Booklet - 210 pcs SWDI Scoresheet - 89,220 General Intake Sheet (GIS) - 89,103  Proofing: 1st draft - 3 working days upon receipt of PO/CD 2nd draft - 3 working days upon receipt of 1st draft Final Delivery - 3 working days upon receipt of approved Final Packaging: 500 / pack, Properly Pack per Province Delivery dates: <b>December 06, 2021</b> <b>*****NOTHING FOLLOWS*****</b> <b>Approved Budget for the Contract: Php997,990.00</b>			
				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: Supply and Delivery of SWDI Booklet and Forms  
PR No.: 2021-11-1087

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.

**ADRIANN M. BERNULLA**  
Administrative Assitant II

Tel: 336-8106 Local 101 & 111/Email: ambemulla@dswd.gov.ph

\_\_\_\_\_  
(Signature over printed name)  
Supplier

VAT  
 Non-VAT