



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE - MIMAROPA
1680 F.T. Benitez Corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-10-0105
Date: November 10, 2021

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Company TIN : _____
Email Address : _____
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) 5336-8107 local 24052 or email to: kc4bprocurement2@gmail.com not later than 5:00PM on November 15, 2021 (Monday).

Very truly yours,

HARVY B. DALABIO
Administrative Officer V
Procurement Section

Telefax: 5336-8107 local 24052

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 Five (5) days upon received of approved P.O (Final Proof)
- Place of Delivery: DSWD FO-MIMAROPA 1680 F.T. Benitez corner Malvar Sts., Malate, Manila and Stated places of deliveries (see annex A)
- 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 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 (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

JAYSON B. LAGARDE
Procurement Officer

Tel. No: 5336-8107 local 24052

Signature Over Printed Name
(Supplier)



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. 2021-10-0105 from DSWD MIMAROPA Region intended for

to print the KC-NCDPP manuals in guidance to the implementation of the KALAHI-CIDSS NCDDP for 2021-2023 to an approved additional financing from the GOP and World Bank

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.



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

Note: "Prospective supplier must be registered at the Philippine Government Electronic System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

RFQ No.: 2021-10-0105
Date: _____

MOP: SHOPPING

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

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	15	handbook	Printing of NCDPP sub-manuals		
2	15	handbook	NCDDP AF Sub-Manual CBIM + CBIM Forms (337 pages)		
			NCDDP AF Sub-Manual CBPM +		
3	15	handbook	CBPM Forms 2021 + CBPM 2021 Annexes (448 pages)		
			NCDDP AF Sub-Manual - DROM Process +		
4	15	handbook	NCDDP AF Sub-Manual - DROM Process Annexes (322) pages		
5	15	handbook	NCDDP AF Sub-Manual - CBFM (142 pages)		
6	15	handbook	NCDDP AF Sub-Manual - GRS (127 pages)		
7	15	handbook	NCDDP AF Sub-Manual - M&E (273 pages)		
			Operations Manual. NCDDP AF Sub-Manual (79 pages)		
			Size: 5.5 x 8.5 in, Front and back cover: laminated full color, hard cover Inside: paper type: book 60, gsm 70, Color: B&W Binding: bookbinding, Delivery schedule: First draft: 7 days after approval PO Final draft: 7 working days after approval Delivery site: DSWD MIMAROPA Regional Office Qualification of years in service: 3 years in printing service, with hauling service		
			Place of Deliveries Regional Office - 10 pieces (each manual handbook) Address: 1680 Benitez St, cor, 1004 Gen. Malvar St, Malate, Manila, Metro Manila SWADT OFFICE ORIENTAL MINDORO - 1pc. (each manual handbook) Address: DSWD SWADT, Provincial Capitol Complex, Camilmil, Calapan city, Oriental Mindoro OCCIDENTAL MINDORO - 1pc. (each manual handbook) Address: DSWD SWADT Brgy. Poblacion 7, M.H. del Pilar st., San Jose, Occidental Mindoro MARINDUQUE - 1 pc. (each manual handbook) Address: DSWD SWADT Santol St. Provincial Capitol Boac, Marinduque ROMBLON - 1 pc. (each manual handbook) Address: DSWD SWADT 2nd floor Servañez bldg. Liwayway, Odiongan, Romblon Palawan - 1 pc. (each manual handbook) Address: DSWD SWADT H Mendoza Street, Puerto Princesa City, Palawan		
			Approved Budget Cost: Php 95,000.00 *** Nothing Follows *** *** Page 1 of 1 ***		
			"Failure to indicate information could be basis for non-compliance."		

PURPOSE: to print the KC-NCDPP manuals in guidance to the implementation of the KALAH-CIDSS NCDDP for 2021-2023 to an approved additional financing from the GOP and World Bank

PR No.: 2021-10-0105

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.

JAYSON B. LAGARDE
Procurement Officer
Telefax: 5336-8107 local 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT