



REQUEST FOR QUOTATION

RFQ No. 2022-03-0237 -NP SVP
 Date: March 18, 2022

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 Email Address _____
 Company TIN _____
 PhilGEPs Reg. No. _____

Sir/Madam:

Please quote your government prices 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 may be 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) 5336-8106 to 07 loc. 24051-52 or email to: ambernulla@dswd.gov.ph not later than 5:00 PM on March 24, 2022 (Thursday).

Very truly yours,
HARVEY B. CALABIO
 Administrative Officer V
 Procurement Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
 2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days

3. Services shall be delivered (20) Twenty Calendar days after receipt of approved P.O.
 4. Place of Delivery: **DSWD F.O IV-MIMAROPA, 1680 F.T BENITEZ ST., MALATE, MANILA**
 5. Terms of Payment: **within 15-30 days upon final inspection and acceptance**
 Payment through **DDAP-ADA (List of Due and Demandable Accounts Payable - Advice to Debit Account)**
 Account Name: _____
 Account Number: _____
 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 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.
 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"

ADRAHN M. BERNULLA
 Administrative Assistant II
 Telephone: 5336-8106 to 07 loc. 24051-52

Signature Over Printed Name
 (Supplier)

