



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

REQUEST FOR QUOTATION

RFQ No. 2022-06-0146 NP-SVP

Date: May 20, 2022

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, Mayor's 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) 5336-8106 to 07 loc. 24052 or email to: jblagarde@dswd.gov.ph** not later than 5:00 PM on June 27, 2022 (Monday).

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section Head

6/26/2022

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 on: 5 Working Days upon receipt of Purchase Order
- Place of Delivery: DSWD Office MIMAROPA 1680 F.T. Benitez corner Malvar Sts., 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 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 to register"

JAYSON B. LAGARDE
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 0919-486-1186

Signature Over Printed Name
(Supplier)



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. **2022-06-0146** from DSWD MIMAROPA Region intended for the

Production of Information and Education Communication (IEC) materials through various modalities for KALAHI-CIDSS and Balik Probinsya, Bagong Pag-asa (BP2p) program

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.



RFQ No.: 2022-06-0146
Date:

MOP: NP-SVP

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

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	500	pieces	Production of Information and Education Communication (IEC) materials through various modalities for KALAH-CIDSS and Balik Probinsya, Bagong Pag-asa (BP2p) program PRINTING OF BALIK PROBINSYA, BAGONG PAG-ASA PROGRAM BRIEFER Specifications: Color: full color, Front&Back and inside, C2S 100 material A4 size, tri-fold The price for each shirt size should be the same; Follow the attached layout samples provides work samples before placing the production			
2	500	pieces	PRODUCTION OF COMMUNITY-DRIVEN DEVELOPMENT BRIEFER Specifications: Color: full color, Front&Back and inside, C2S 100 material A4 size, tri-fold, Unisex shirt,			
3	500	pieces	PRINTING OF BALIK PROBINSYA BAGONG PAG-ASA NOTEBOOK WITH INFORMATION FILLERS Specifications: Book 80 GSM 1/2 of A4 size 150 leaves and C2S 180 lbs for 16 leaves fillers One color print for inside page and full colours for filler pages. Wire metal binding hardbound cover			
4	500	pieces	COMPENDIUM OF SUCCESS STORIES AND GOOD PRACTICE JOURNAL PLANNER Specifications: Book 80 GSM 1/2 of A4 size 150 leaves and C2S 180 lbs for 16 leaves fillers One color print for inside page and full colours for filler pages Perfect bind. Leather case and embossed Follow the attached layout samples provides work samples before placing the production *** Approved budget for Contract P250,000.00 *** *** Nothing follows *** *** Page 1 of 1 *** PROOFING Quality: approved specifications 1st draft: 3 working days upon receipt of PO/CD/approved design 2nd draft: 3 working days upon receipt of 1st proofing comments Final draft: 3 working days upon receipt of 2nd proofing comments Final draft date: DELIVERY Delivery: 15 working days upon receipt of production confirmation (guaranteed delivery in all identified sites) Packaging: Well-packed; properly labeled type and quantity) Completion of Delivery: Delivery Site: DSWD MIMAROPA, Manila Contact Person: Julius Bryan G. Arcilla Contact No.: 09066071671 Email Address:jbgarcilla@dswd.gov.ph JULIUS BRYAN G. ARCILLA Social Marketing Officer III	"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered		

PURPOSE: Production of Information and Education Communication (IEC) materials through various modalities for KALAH-CIDSS and Balik Probinsya, Bagong Pag-asa (BP2p) program
PR No.: 2022-06-0146

JAYSON B. LAGARDE
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09194861186

(Signature over printed name)
Supplier

VAT
 Non-VAT

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.