



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

REQUEST FOR QUOTATION

RFQ No. 2022-07-0679 NP-SVPDate: July 08, 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: ambernulla@dswd.gov.ph** not later than **5:00 PM on July 15, 2022 (Friday)**.

Very truly yours,

PACITA NOREN Y. VILLAZORDAAdministrative Officer IV
Procurement Section

JUL 08 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: October 15, 2022
- Place of Delivery: Manila and MIMAROPA Provinces
- 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"**

ADRIAHN M. BERNULLA

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

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 2022-07-0679

Date: _____ (should be filled up by suppliers)

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

MOP: NP-SVP

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	7,443	piece	Printing and Delivery of IEC Materials Localized FDS Guidebook			
			Material: Matte 120 lbs wrapped in pasteboard (cover, 1mm) with spot UV Printing			
			Size: 15x20,5cm (WxH;cover)			
			Printing: one-side, full color (cover)			
			Material: C2S 120 lbs (sheets)			
			Thickness: 190 gsm (sheets)			
			Size: 14.5x20cm (WxH; sheets)			
			Printing: Back-to-back, full color (sheets)			
			Binding: perfect bound			
			Sheets: 50 sheets (100 pages; excluding cover)			
			*****NOTHING FOLLOWS*****			
			Note: See attached design			
			Proofing:			
			Quality: approved specs; machine-grade			
			1st draft: 3 working days upon receipt of approved 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: September 30, 2022			
			Delivery: 15 working days upon receipt of production confirmation (guaranteed delivery in all identified sites)			
			Packaging: Well-packed; properly labeled (name, contact number, and quantity)			
			Completion of Delivery: October 15, 2022			
			*****NOTHING FOLLOWS*****			
			Delivery Sites:			
	449	piece	Marinduque , Capitol Compound, Brgy., Bangbangalon, Boac,			
	1,179	piece	Occidental Mindoro , M.H Del Pilar, Brgy., 7, San Jose			
	1,874	piece	Oriental Mindoro , RKT Building, JP Rizal St., Cor. Bayabas St., Brgy., Lalud, Calapan City			
	3,131	piece	Palawan , G7 Bldg., Unit 2/2nd Floor, 131 National H-way, San Pedro, Puerto Princesa City, Palawan			
	805	piece	Romblon , Servanez Bldg., Gen. Luna St., Liwayway, Odiongan, Romblon			
	5	piece	Manila, 1680 F.T Benitez St., Malate, Manila			
			*****NOTHING FOLLOWS*****			
			APPROVED BUDGET FOR THE CONTRACT: Php 334,935.00	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			PAGE 1 OF 1	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Printing and Delivery of IEC Materials Localized FDS Guidebook
 PR No.: 2022-07-0679

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.

ADRIAN M. BERNULLA

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)

Supplier

VAT
 Non-VAT