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

REQUEST FOR QUOTATION

RFQ No.: **2022-08-0822-NP-SVP**
Date: **August 15, 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: maediones@dswd.gov.ph** not later than **5:00 PM on August 22 2022 (Monday).**

Very truly yours,

HARVY B. CALABIO 8/15/2022
AO V/ OIC, Administrative Division Chief
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 on: **September 31, 2022**
4. Place of Delivery: **DSWD FO MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)**
5. 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**
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"**

MARK ANTHONY E. DIONES
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052

_____
Signature Over Printed Name
(Supplier)

PhilGEPS Reg. No. :

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	62	Pc	**Printing of Regional SPDR (Social Protection and Development Report)**			
			Specifications:			
			Color: 4/4			
			Paper Size: A4			
			PAPER TAPE:			
			Cover: C2S 200 gsm (coated 2 sided)			
			Inside Pages Paper: paper back			
			Printing Type: Back to Back			
			Printing Type: Paper Bound (max. of 130 pages)			
2	180	Pc	**Printing of Social Protection Brochure**			
			Specifications:			
			Size: A4			
			Fold: Three Folds			
			Type of paper: C2S 120; glossy/laminated			
			Color: Full color			
			NOTE:			
			Attached Lay-out is for approval of End-user upon submission of Draft/sample			
			DATE DURATION:			
			Mock Sample: September 22, 2022			
			Final Printing: September 24, 2022			
			Delivery: September 31, 2022			
			>>>>> NOTHING FOLLOWS <<<<<			
			Date of Delivery: September 31, 2022			
			Area of Delivery: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)			
			Approved Budget for the Contract: Php46,200.00			
				"Failure to indicate information could be basis for non-compliance."		

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PURPOSE: **Printing of Regional SPDR (Social Protection and Development Report)**

PR No.: **2022-08-0822-NP-SVP**

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.

MARK ANTHONY E. DIONES
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052

_____
(Signature over printed name)
Supplier

☐ **VAT**
☐ **Non-VAT**