



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No.: 2024-07-0748A NP-SVP
Date: September 23, 2024

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, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized. 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 MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: maaluz@dswd.gov.ph not later than 5:00 PM on September 30, 2024 (Monday). Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: [RFQ Number], [Deadline of Submission].

Very truly yours,
HARVY B. CALABO
Administrative Officer V
Procurement Section Head
9/23/24

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [x] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: within 30-45 CD upon receipt of approved Purchase Order
4. Place of Delivery: SLP Office, DSWD FO MIMAROPA 1680 FT. Benitez, cor. Malvar, 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 A. Luz
Procurement Officer
Telefax: 5328-5111 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

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Date: _____ (should be filled up by supplier)

MOP: NP-SVP

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

Item No.	Qty.	Unit	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance"	Unit Cost	Total Cost
			Activity: SLP Booth Materials for Information Caravan & Trade Fair Participation		
			Delivery Venue: SLP Office, DSWD FO MIMAROPA 1680 FT. Benitez, cor, Malvar, Malate, Manila		
			Delivery Date: within 30-45 calendar days upon receipt of approved Purchase Order		
			Contact Person: Jean Connery S. Ceralde, Project Development Officer II - 09386006020		
1	1	piece	Collapsible/Foldable Wooden Booth Size is 7ft height and 4 ft width Sintra board mounted on wood *See attached photo		
2	4	piece	5 Layer Collapsible/Foldable Wooden Shelves Size: 5ft height X 1.67ft width *See attached photo		
3	8	piece	Wooden Standee/Easel Material: High-quality pine easel, Weight: about 3kg Size: freely adjustable, can be stretched up to 1.6 M Maximum frame limit: frame height 90 cm Polishing: Polished by professional polishing machine, smooth surface, no barb Feature: No denaturation in humid environment, acid proof, moisture-proof, anti-corrosion, windproof		
>>>NOTHING FOLLOWS<<<					
TOTAL APPROVED BUDGET FOR THE CONTRACT Thirty One Thousand Four Hundred Pesos Only (Php 31,400.00)					
			Note: Please specify brand model/origin.		
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PURPOSE: Purchase and delivery of SLP Regional Office Booth Materials for Information Caravan and Trade Fair participation

PR No.: 2024-07-0748A

VAT
 Non-VAT

 (Signature over printed name)
 Supplier

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.



Sulong Kabuhayan, fungo sa *Pagyabang!*

