

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-11-753
PR No. 2022-11-1477
Mode of Procurement: Shopping 52.1b

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification,
please fill out all the items accordingly.
Indicate "N/A" if not applicable. Thank you!

*Title of the Project: Procurement of Printers Ink for AICS CY 2022.

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 the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

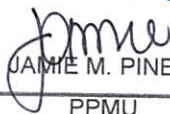
Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to quotation.fo3@dswd.gov.ph not later than 3:00PM November 21, 2022. 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]. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,


JENNIFER CAMPANG – MORALES
Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: Item Basis Lot Basis
- No negative feedback/record of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Days
- Good/s/Activity shall be delivered within: Twenty (20) Calendar Days
- Place of Delivery: DSWD Field Office III DMGC, Maimpis, City of San Fernando, Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise 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, 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the 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 or 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 and register for free.


JAMIE M. PINEDA
PPMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. 2022-11-753
Date:

*Company Name: _____
 *Company Address: _____
 *Contact Person: _____
 *Contact No.: _____
 *PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
			LOT A			
			PRINTER: HP LASER JET PRO 4003DW			
1	20	CART	TONER CARTRIDGE, HP 151A, BLACK ORIGINAL			
			LOT B			
			PRINTER: EPSON WF-C5790			
1	10	PACK	EPSON INK T902120, BLACK, STANDARD CAPACITY			
2	10	PACK	EPSON INK T902220, CYAN, STANDARD CAPACITY			
3	10	PACK	EPSON INK T902320, MAGENTA, STANDARD CAPACITY			
4	10	PACK	EPSON INK T902420, YELLOW, STANDARD CAPACITY			
			* NOTHING FOLLOWS *		LOT A	83,000.00
					LOT B	194,000.00
			Approved Budget for the Contract: PhP 277,000.00			

PURPOSE: Procurement of Printers Ink for AICS CY 2022

PR No. 2022-11-1477

IMPORTANT: The winning bidder MUST SIGN the original copy of Notice of Award (NOA) (if applicable) and Purchase Order (P.O) at DSWD-Regional Office III, Procurement & Contract Management Division, and sign the original NOA (if applicable) and P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future procurements. Your signature and date on the NOA and P.O. shall be a ground for suspension or blacklisting in DSWD's future procurements. (i.e. bid technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". The bidder shall be responsible for the proper printing of NOA and P.O. Unclear copies and inappropriate print size will not be treated as compliance to requirements.

JENNIFER C. MORALES

Procurement Officer

Supplier