



## ADMINISTRATIVE DIVISION FIELD OFFICE III

DSWD-GF-004 | REV 02 / 17 AUG 2022

### DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III Government Centre, Maimpis, City of San Fernando (P)

#### REQUEST FOR QUOTATION

	PR No. 2023-03-028 PR No. See Annex A Mode of Proc: Shopping 52.1b			
*Company Name:	model of the company			
*Company Address:	*REQUIRED. To avoid bid disqualification, please			
*Contact Person:	fill out all the items accordingly. Indicate "N/A"			
*Contact No.:	if not applicable. Thank you!			
*Email Address:				
*PhilGeps Reg. No.:				
*Title of the Project: PURCHASE OF COPY PAPER FOR THE TWO MON NHTS, ARDA, ARDO, ICTMS, CBS, CIU, BUDGET, ACCOUNTING, EPAPERSPU, SLP AND CRCF'S FOR CY 2023.	ITH USE (APRIL-MAY) OF CBSS, LEGAL, HP, FMD DC, ORD, IAU, CASH, SWAD's,			
Sir/Madam:				
Please quote your government price/s including delivery charges, VAT or of expenses for the goods listed in <b>Annex A</b> . Failure to indicate information could us with <b>descriptive brochures</b> , <b>catalogues</b> , <b>literatures and/or samples</b> , if a	be basis for non - compliance. Also, furnish			
If you are the exclusive manufacturer, distributor or agent in the Philippines for your quotation, a duly notarized certification to this effect.	r the goods listed <b>Annex A</b> , please attach in			
Interested supplier/s are required to submit copies of their Mayor's/Busine Membership may be submitted in lieu of the Mayor's/Business Permit and Ph	ess Permit. The Certificate of PhilGEPS ilGEPS Registration Number.			
Please accomplish and submit this from together with Annex A and all the respective to the property of the property of the project using this format SINGLE FILE. Any supporting of the project using the project	nt Center, Maimpis, City of San Fernando, March 28, 2023. Quotations submitted to lation. Please indicate in the subject of your OF SUBMISSION. Bids submitted must			
Verytr	uly yours,			
	JENNIFER CAMPANG-MORALES Procurement Section Chief			
Terms and Conditions:  1. Award shall be made on per: Item Basis Lot Basis 2. No negative feedback/record and or delay of delivery of Service Provider wit 3. Quotation validity shall be: Thirty (30) Calendar Day 4. Good/s/Activity shall be delivered within: Fifteen (15) Calendar Days 5. Place of Delivery: DSWD FO III, Maimpis, CSFP	thin Three (3) months.			
Terms of Payment: Within Thirty (30) Calendar Days Payment through LDDAP-ADA (List of Due and Demandable Accounts Payab Account Name:	ele-Advise to Debit Account).			
Account Number:				
Branch: *Note; Non-Land Bank of the Philippines accounts shall be charged a service f	ee.			





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. Liquidated Damages/Penaity: In case of failure to make full delivery with	
iquidated damages shall be at least equal to one-tenth of one percent (0.00	1) of the cost of the unperformed portion for
every day of delay. Once the cumulative amount of liquidated damages read	ches ten percent (10%) of the amount of the
contract, the Procuring Entity may rescind or terminate the contract, without	ut prejudice to other courses of action and
emedies available under the circumstances.	
B.For goods, please indicate brand, model and country or origin.	
In case of discrepancy between unit cost and total cost, unit cost shall preva	ail.
0.Please indicate Warranty (If applicable):	
10.NOTE: "Prospective supplier must be registered at the Philippine Go	overnment Electronic Procurement System
PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and	
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that the same of t	
( JATIN )	
Keilyn Joy Calma	
Kenyii Joy Caillia	
PPMU	(Signature over Printed Name)
l	Supplier

### Procurement Form No. 04-A "ANNEX A"

### DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

			er must be registed at the Philippine Government Electronic Procurement ay visit the PhilGEPS website at www.philgeps.gov.ph to register."		RFQ No. Date:	2023-02-028		
*Conta	eany Name eany Addr act Person act No.: EPS Reg.	ess: 1:						
ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please State your Compliance)	UNIT COST	TOTAL COST		
	2,213	ream	PAPER, COPY, A4 size, 80 gsm, 500pcs/ream					
			* NOTHING FOLLOWS *					
			Note: No negative feedback/record and or delay of delivery of Service Provider within Three	e (3) months.				
			Approved Budget for the Contract: PhP 734,716.00					
PURP	PURPOSE: PURCHASE OF COPY PAPER FOR THE TWO MONTH USE (APRIL-MAY) OF CBSS, LEGAL, NHTS, ARDA, ARDO, ICTMS, CBS, CIU, BUDGET, ACCOUNTING, EPAHP, FMD DC, ORD, IAU, CASH, SWAD'S, RSPU, SLP AND CRCF'S FOR CY 2023.							
PR No		2023-02-229, 2023-02-224, 2023-02-167, 2023-02-164, 2023-02-233, 2023-02-214, 2023-02-204, 2023-02-240, 2023-02-211, 2023-02-222, 2023-02-186, 2023-02-215, 2023-02-194, 2023-02-216, 2023-02-28, 2023-02-254, 2023-02-252, 2023-02-248, 2023-02-256, 2023-02-244, 2023-02-217, 2023-02-262, 2023-03-044, 2023-03-049, 2023-03-052, 2023-03-054, 2023-03-057, 2023-03-058						
IMPOR	RTANT:		g bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, f					
		to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION						
		POLICY". Thank you very much!						
	,	JENNH	FER C. MDRALES					
			curement Officer		Supplie	er		