



## ADMINISTRATIVE DIVISION FIELD OFFICE III

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

2023-05-006

RFQ No.

#### DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

#### REQUEST FOR QUOTATION

	PR No. 2023-05-123 Mode of Proc: Shopping 52.1b
*Company Name:	
*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: SUPPLY AND DELIVERY OF COPY PAPER FOR THE PRINTING OF SWDI FORMS.

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 PhilGEPS Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and <u>submit this from together with Annex A</u> and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite Select the Menu – "BID SUBMISSION"		
IN PERSON SUBMISSION	Procurement Section, 2ff, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga		
DEADLINE OF SUBMISSION	12:00PM May 12, 2023		

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including all supporting documents.

Very truly yours,

Progurement Section Chief W







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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 within Three (3) months.
3. Quotation validity shall be: Thirty (30) Calendar Day
4. Good/s/Activity shall be delivered within: Twenty-Five (25) Calendar Days
5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pampanga
6. 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:
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*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.
7. 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.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable):
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its
duly authorized representative(s).
12. 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.
DOES I CIPATA
PPMU (Signature over Printed Name)
Supplier
eapplie.

### DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

	NOTE: "Prospective supplier must be registed at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."				RFQ No. Date:	2023-05-006			
*Con	npany N npany A tact Per tact No.	ddress: son:							
*Phil	GEPS R	teg. No.:							
ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST			
	616	reams	PAPER, COPY, A4 size, 80gsm, 500pcs/ream		= = /-				
			* NOTHING FOLLOWS *						
			TO THING I GLEGIO						
				_					
			Approved Budget for the Contract: PhP 204,512.00						
Please do not leave any blank items.									
	TOTAL OFFERED QUOTATION / BID								
	In V		S:	In FIGURES:					
				PHP					
PURP	OSE:	SUPPLY	AND DELIVERY OF COPY PAPER FOR THE PRINTING O	F SWDI FORMS.					
PR No	ú	2023-05-1							
IMPO	RTANT:	hours fro	ning bidder MUST SIGN the original copy of Purchase Or m its issuance.	rder (P.O) at DSWD-Regional Offi	ce III, Procurement S	Section within 48			
		FAILURE 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"							
		/							
		CI GV							
	Procurement Officer V								