

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Annex A

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."

**RFQ No.**  
**Date:**

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_  
**PhilGEPS Reg. No.:** \_\_\_\_\_  
**Company TIN:** \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the provided)	Unit Cost	Total Cost
	1000	pcs	<b>Printing of Bawal ang Epal Dito Campaign (FESBook 2022)</b>				
			<b>Specifications:</b>				
			Size: A5 Folded				
			Pages: 64 pages; 32 leaves				
			Stock/materials: Cover - Bevania				
			Splendorgel #180 or C2S 180				
			Inside Pages - Book #80				
			Color: Full Color				
			Binding: Saddle Stitch, left bind				
			Lamination: Cover with Matte				
			Lamination (one side)				
			*****NOTHING FOLLOWS*****				

PURPOSE: \_\_\_\_\_

PR No.  
**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) upon receipt of the P.O. **FAILURE** to 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.

**ARNEL V. RADAZA**  
 Procurement Officer

\_\_\_\_\_  
 Signature over Printed Name

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No. : \_\_\_\_\_  
Company TIN: \_\_\_\_\_

RFQ No.: \_\_\_\_\_  
Date: \_\_\_\_\_

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 in **Annex A** please attach in your quotation a duly notarized certification to this effect.

**As a condition for award, you will be required to submit your 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 form together with Annex A and all the required documents to DSWD – BAC Secretariat at Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to [bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph) not later than \_\_\_\_\_ of \_\_\_\_\_. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

**ARNEL V. RADAZA**

DSWD 10 Procurement Officer

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
2. Quotation validity shall be \_\_\_\_\_
3. Goods/Services shall be delivered/conducted within \_\_\_\_\_
4. Place of Delivery \_\_\_\_\_
5. Terms of Payment: \_\_\_\_\_

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. Once the cumulative amount of liquidated damages reaches ten (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.*
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. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website

**ARNEL V. RADAZA**  
Procurement Officer

\_\_\_\_\_  
(Signature Over Printed Name) SUPPLIER