

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Field Office 02, Carig, Tuguegarao City

**REQUEST FOR QUOTATION**  
**Negotiated Procurement after Two Failed Biddings**

**Supply, Delivery of Inks and Consumables, 1 lot for use of DSWD Field Office 02, satellite offices and Centers and Institution staff for the first quarter**

RFQ No.: 21-04-0210

Date: April 21, 2021

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact 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 a 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.

May we also invite you to our **Negotiated conference on April 30, 2021 – 3:00 P.M DSWD FO 02, Tuguegarao City Cagayan** prospective bidders may participate through video conferencing in a link which will be given on April 30, 2021.

Please submit fully accomplished Annex A (Request for Price Quotation) on a sealed envelope together with the following on or before **May 12, 2021 – 10:00 A.M.:**

- 1) PhilGEPS Certification (Platinum)
- 2) DTI Business Registration/SEC Registration Certificate.
- 3) Mayor's Permit (Valid and Current).
- 4) BIR Certificate Registration/Tax Clearance.
- 5) Bid Security –
  - a. Bid Securing Declaration
  - b. Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2% of ABC)
  - c. Surety Bond (5% of ABC)
- 6) Omnibus Sworn Statement

Terms and Conditions:

1. Award shall be made on total quoted price.
2. Quotation validity shall not be less than 30 calendar days.
3. Goods shall be delivered within 15 working days upon receipt of Notice to Proceed.
4. Place of delivery is DSWD Field Office 02, Carig, Tuguegarao City.
5. Terms of payment is through check within 30 calendar days upon final inspection and acceptance.
6. Liquidated Damages/Penalty: 1/10 of 1 percent of the contract price for every day of delay shall be imposed.
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. Indicate brand, model and country of origin, if applicable.

Very truly yours,

  
**FRANCO G. LOPEZ**  
BAC Chairperson