

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
 Regional Government Center, Rawis, Legazpi City, Albay
REQUEST FOR QUOTATION

Company Name:	_____	PR No.:	NF 2405-0325
Company Address:	_____	Date:	May 21, 2024
Contact No./ Email Address:	_____	Mode of Procurement:	Sec.53.9 Small Value Procurement
PhilGEPS Certificate No.:	_____	TIN No.:	_____

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly tick the box to signify compliance to the specs.	UNIT COST	TOTAL COST
			LABOR AND MATERIALS FOR THE PRODUCTION OF PLAQUES AND CERTIFICATES DURING THE CIS GENERAL ASSEMBLY			
1	20	pcs	PLAQUES FOR EMPLOYEE AWARD Material: acrylic glass, 6mm thick With wooden base(black) Design and dimensions: please refer to the attached technical specifications	<input type="checkbox"/> Comply	P	P
2	7	pcs	WALL MOUNTED CERTIFICATES Material: acrylic glass, 6mm thick with holes each corner including SS bolts(ready to mount) Dimensions: A4 size Design: please refer to the attached technical specifications	<input type="checkbox"/> Comply	P	P
3	15	pcs	PLAQUES FOR SATELLITE OFFICES AWARD Material: acrylic glass, 6mm thick With wooden base(black) Design and dimensions: please refer to the attached technical specifications	<input type="checkbox"/> Comply	P	P
			PLEASE SEE ATTACHED SAMPLE DESIGN			
			<i>The winning service provider shall coordinate with the end-user for the final citations, decals and design</i>			
			ABC: Php 84,700.00			

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IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of 120 calendar days from the date of submission.
- DELIVERY PERIOD: Thirty(30) Calendar Days upon receipt of Purchase Order (PO)
- PLACE OF DELIVERY: DSWD FO V, Rawis, Legazpi City
- The Project shall be AWARDED as follows: (a) as one contract b) separate contracts per lot (c) separate contracts per item
- TERM OF PAYMENT: CHARGED ACCOUNT, unless specified.
- LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
 - PhilGEPS Certification Number
 - Valid Mayor's or Business Permit
 - Latest Income Tax Return
- As a condition for AWARD, you will be required to submit:
 - Omnibus Sworn Statement for Contract Fifty Thousand Pesos(Php50,000.00) and above.
- For any clarifications, you may contact the BAC Secretariat at procurementfo5@dswd.gov.ph or at 0910-017-0818.
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **MAY 27 2024**

JUDEX DONNEL G. Llamoso
 AO IW Head-PROCUREMENT


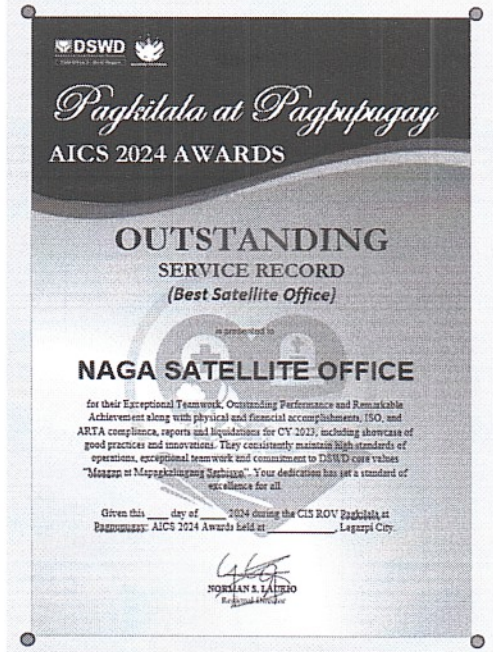
[Signature]
 BEN GREN B. MONTAS
 Signature over Printed Name of Canvasser

Signature over Printed Name of Bidder/Authorized Representative

TECHNICAL SPECIFICATION

Date Submitted	17 April 2024
TA Control No.	

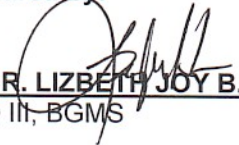
Requesting OBSU	: CIS RPMO
TA Subject/Title	: Fabrication & Delivery of Plaques

Item	Description and Specification	Actual/Sample Picture (if applicable)
1	<p>Plaque for Employee Awards Material: Acrylic Glass, 6mm thk With wooden base (black) Design: as shown Dimensions: as shown Qty: 30 pcs</p>	
2	<p>Acrylic Wall Mounted Certificates Material: Acrylic Glass, 6mm thk with holes each corner including bolts (ready to mount) Design: as shown Dimensions: A4 size bond paper Qty: 10 pcs</p>	

Plaques for Satellite Offices Awards
Material: Acrylic Glass, 6mm thk
With wooden base (black)
Design: as shown
Dimensions: as shown
Height: 9 in. / 7 in.
Width: 4 in. / 3 in.
Base width: 6 in.
Base height: 2 in.
Qty: 20 pcs



Prepared by:


ENGR. LIZBETH JOY B. ANTONIO
PDO III, BGMS