

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

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact No./ Email Address: \_\_\_\_\_  
 PHISGPS Certificate No.: \_\_\_\_\_

PR No.: RF 2406-0380  
 Date: June 06, 2024  
 Mode of Procurement: Sec.53.9 Small Value Procurement  
 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/unchecked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Check/tick the box to signify compliance to the specs.	UNIT COST	TOTAL COST
			<b>LABOR AND MATERIALS FOR THE PRODUCTION OF CUSTOMIZED MAILING ENVELOPE FOR AICS AND AKAP TRANSACTION</b>			
1	30,000	pcs	CUSTOMIZED MAILING ENVELOPE With DSWD logo, white, long	<input type="checkbox"/> Comply	P	P
			PLEASE SEE ATTACHED SAMPLE DESIGN			
			The winning service provider shall submit sample for the approval of the end-user prior to mass production			
			ABC: Php 600,000.00			

**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 suspend or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
  - PHISGPS Certification Number
  - Valid Mayor's or Business Permit
  - Latest Income Tax Return
- As a condition for AWARD, you will be required to submit:
  - One-time Sworn Statement for Contract Value (Thousand Pesos) Php 50,000.00 and above.
- For any clarifications, you may contact the BAC Secretariat at procurement@dsward.gov.ph or at 6843-017-9916.
- Submit your quotation electronically by you or your duly authorized representative not later than the deadline of JUN 11 2024 12:00 pm

JUDEX DONNELLO LLAMOSO  
 ACTING HEAD-PROCUREMENT

BON JUAN P. LOCANTRON  
 Signature over Printed Name of Bidder

Signature over Printed Name of Bidder/Authorized Representative