

DRN: V-FO-PSD-CIS-A-PR-24-06-42752-S
End-User: PROTECTIVE/ CIS

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

Company Name: _____ PR No.: NF 2407-0437
 Company Address: _____ Date: July 10, 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/unchecked "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 RISOGRAPHING OF CIS FORMS						
1	300	reams	Certificate of Eligibility Financial, A4, 70gsm	<input type="checkbox"/> Comply	P	P
2	100	reams	Certificate of Eligibility Guarantee Letter, A4, 70gsm	<input type="checkbox"/> Comply	P	P
3	200	reams	General Intake Sheet, A4, 70gsm	<input type="checkbox"/> Comply	P	P
4	100	reams	Data Privacy, back to back, A4, 70gsm	<input type="checkbox"/> Comply	P	P
5	100	reams	Step Form, A4, 70gsm	<input type="checkbox"/> Comply	P	P
6	100	reams	Client Satisfaction, back to back, A4, 70gsm	<input type="checkbox"/> Comply	P	P
7	100	reams	Compliance Form-Medical, A4, 70gsm	<input type="checkbox"/> Comply	P	P
8	50	reams	Compliance Form-Burial, A4, 70gsm	<input type="checkbox"/> Comply	P	P
9	100	reams	Compliance Form-Educational, A4, 70gsm	<input type="checkbox"/> Comply	P	P
10	50	reams	Compliance Form-Cash Relief, A4, 70gsm	<input type="checkbox"/> Comply	P	P
11	100	reams	Acknowledgement Receipt, A4, 70gsm	<input type="checkbox"/> Comply	P	P
PLEASE SEE ATTACHED SAMPLE DESIGN						
ABC: Php 760,000.00						

nikki

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of 30 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 procurement.fo5@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 JUL 15 2024.


JINKY A. MANGAMPO
AO IV/ Concurrent PROCUREMENT Head


Bilwaspo
Signature over Printed Name of Canvasser

Signature over Printed Name of Bidder/Authorized Representative