DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

REQUEST FOR QUOTATION

Company Name:		P.R. No.	NF 2502-0082
Company Address:		Date:	February 5, 2025
Contact No.:		Mode of Procurement:	Shopping (52.1b)
PhilGEPS Certificate No.:		TIN:	

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 CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
			PURCHASE OF OFFICE SUPPLIES FOR USE OF CASH SECTION			
1	2000	Piece	Government folder, loose leaf	☐ Comply		
2	200	Ream	Bond paper, multicopy, A4	☐ Comply		
			Page 1 of 1			
			Approved Budget for the Contract: PHP 190,000.00			

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IMPORTANT REMINDERS:

1. Price quotation/s must be valid for a period of 30 days from the date of submission.
2. **DELIVERY PERIOD: 7 working days upon the receipt of Purchase Order.**
3. **PLACE OF DELIVERY: DSWD FO V, Rawis, Legazpi City.**
4. **The project shall be AWARDED:** ☐ (a) as one contract ☐ (b) separate contract per lot ☐ (c) separate contract per item
5. TERM OF PAYMENT: **CHARGED ACCOUNT**, unless specified. 30-60 days from the receipt of Statement of Account / Billing.
6. 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.
7. Required documents to submit:
   a. PhilGEPS Certification Number b. Valid Mayor's or Business Permit c. Latest Income Tax Return
8. As a condition for AWARD, you will be required to submit the following documents:
   a. Omnibus Sworn Statement b. _____
9. For any clarifications, you may contact the BAC Secretariat through **procurement.fo5@dswd.gov.ph or 0910-017-0818**
10. Submit your quotation duly signed by you or your duly authorized representative not later that the deadline on FEB 10 2025, 4:00PM.

KIMBERLEE G. LANUZA
AO II/Procurement Section Head

BILLWARD M. PALOMA
Signature Over Printed Name of Canvasser

Signature Over Printed Name of Bidder