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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **19-2051 NP-SV**
Date: **December 10, 2019**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No.: _____
Company TIN: _____

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 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.

As a condition for payment, you will be required to submit your **Mayor's/Business Permit**, within **24 hours from receipt of notice**. The **updated Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a **duly notarized Omnibus Sworn Statement**, in accordance with the attached format (**Annex B**), **together with the signed copy of the Purchase Order (PO) within three (3) days from the date the PO was served thru fax/email**.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers 951-7116 or email to quotations@dswd.gov.ph not later than 12:00 noon of 16 DECEMBER 2019. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

KARINA ANTONETTE A. AGUDO
Chief Administrative Officer,
PPMD



Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within Seven (7) to Fifteen (15) calendar days upon receipt of Purchase Order (PO).
- Place of Delivery: DSWD-Central Office, Procurement Service - Warehouse, IBP Road, Constitution Hills Q.C.
- Terms of Payment: within 15-30 days upon complete submission of all supporting documents.
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name : _____ Account Number : _____
BankName : _____ Branch : _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."


RANDOLF B. DIMAL
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City

19-2051 NP-SV

RFQ No.

Date:

December 10, 2019

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Philgeps No. _____
 Company TIN: _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	1	lot	<p>Subscription of Online Grammar Checker for DSWD Central and Field Offices</p> <p>Specifications:</p> <ul style="list-style-type: none"> a. Grammar and Spelling Checks b. Checks punctuation grammar, context and sentence structure c. Vocabulary enhancement d. Genre specific writing style checks e. Plagiarism detector f. Supports the following integrations: Facebook, Firefox, Microsoft Outlook, Google Chrome, LinkedIn, MS Office products and Twitter g. Total no. of licenses : 315 h. Subscription Coverage: One (1) year i. Inclusive of one (1) training/colloquium for the end-users <p>Approved Budget for the Contract (ABC) : 94,500.00 xxxxx-Nothing Follows-xxxxx</p>	<p>(Please write the detailed specifications in the space provided)</p>		

PURPOSE: To be used by DSWD Central and Field Offices to ensure that DSWD official Documents and messages are clear, mistake free and effective.

PR No. 2019-07-00079

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be ground for suspension/blacklisting in DSWDs future biddings.

RANDOLF B. DIMAL

Procurement Officer

Tel. Nos. 931-6139/931-8101 to 07 local 122/124

(Signature over printed name)
Supplier