



**REQUEST FOR QUOTATION**  
**NP- SMALL VALUE PROCUREMENT**

RFQ No. : DSWD7-2021-1184  
 Date : October 06, 2021

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**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 the basis for non-compliance. Also, kindly 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.

Interested service providers are required to submit true copies of their valid **Mayor's/Business Permit, Philgeps Registration Number and Latest Income Tax Return (ITR) for ABC above Php500,000.00** upon submission of quotation. An **Omnibus Sworn Statement (OSS)** shall be required prior to award for ABC above Php50,000.00.

Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; **233-0261**; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **October 13, 2021** at 5:00 pm.

Very truly yours,

  
**ROSARIO P. BACONG**

AO V/Head, Procurement Management Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered on October 15 and 18, 2021
4. Place of Delivery: **DSWD Field Office VII, Carreta, Cebu City**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
8. Warranty Period, if applicable: \_\_\_\_\_

  
**DAN ALVIN ADLAON**

Canvasser

I am interested to quote and agree to the terms and conditions.

\_\_\_\_\_  
 (Signature over Printed Name of Supplier /  
 Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office VII, Cebu City

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

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Item No.	Qty	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1300	ream	<p><b>Printing of UCT Forms</b></p> <p><b>Specification:</b></p> <p>* Print on A4 size bond paper</p> <p>* 1 page black printing</p> <p><b>Note:</b></p> <p>UCT/RPMO will provide the data in pdf for printing</p> <p><b>Target Delivery Date:</b></p> <p>October 15, 2021 - 80 reams</p> <p>October 18, 2021 - 1,220 reams</p>				
Approved Budget for the Contract: <b>Php 390,000.00</b>				<p>Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.</p>			
End User: <b>UCT</b>							
<p><b>Purpose :</b> Use for Cash Card Distribution for Cebu, Bohol and Negros Oriental</p>							

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

  
**DAN ALVIN ADLAON**  
Canvasser

\_\_\_\_\_  
Signature of supplier/Authorized  
Representative over printed name

## TERMS AND CONDITIONS

- The Card.** LANDBANK Cash Card is a preloaded card and debit card, respectively that functions as an ATM Card which is not linked to any bank account.
- Card Value.** The stored value in the Cash (DEBIT) Card is expressed in Philippine currency. The Card shall only be redeemed at face value and shall not earn interest or rewards and other similar incentives convertible to cash, or be purchased at a discount.  
*Ang halaga ng Pisong nasa card ay ang halaga na maaring gamiting pambili o pambayad. Hindi ito maaaring kumita ng interes, reward o incentive na maaring ipalit sa cash o mabili ng may discount.*
- Validity and Renewal.** Unless earlier terminated by LANDBANK or returned by the cardholder, the Card is valid from date of issuance and shall end on the fifth year. The cardholder may request for a new card by visiting his/her branch of account subject to existing policies on client identification. If no request for renewal/issuance of new card upon expiration and the card value becomes zero, the card shall be closed. Renewal/issuance request at the branch of account/card purchase shall be subject to banking policies. Approval thereof shall, in all cases, be at the sole discretion of LANDBANK.
- Point of Sale.** The card is honored in any establishment where the card brand is accepted. LANDBANK shall not be liable to the cardholder if, for any reason, the card is not honored. Likewise, LANDBANK shall not be liable for any unauthorized or fraudulent utilization of the Card.
- Withdrawals.** The cardholder can withdraw from any LANDBANK or Megalink, BancNet member bank's ATM.  
*Ang cardholder ay maaaring mag-withdraw sa ATM ng LANDBANK, o sa ATM ng BancNet o Megalink member bank.*
- Loss of the Card.** The cardholder is responsible for the card PIN's confidentiality. In case of loss/theft, the cardholder shall immediately call LANDBANK (phone banking or branch of account) to report the loss/theft and immediately request for a new card at the Branch of Account with corresponding fee. LANDBANK will endeavor to block transactions after the report. However, any loss due to withdrawal/purchase/transfer of funds using any lost/stolen LANDBANK Card prior to receipt of request for blocking lost/stolen card by the Bank shall be for the cardholder's account.  
*Ang cardholder ay may pananagutan sa kanyang PIN. Kung mawala o manakaw ang card, kinakailangang itawag agad ng cardholder sa LANDBANK Branch o Customer Care Center. Oras na matanggap ng LANDBANK ang tawag, agarang iba-block ang anumang transaksyon para sa Card na ito. Hindi pananagutan ng LANDBANK kung sakaling nagamit ang card bago ito nareport na nawala o nanakaw. Ang pagpapalit ng bagong card ay may karampatang service fees.*
- Replacement of Card.** LANDBANK will replace a card with inherent defect in the magnetic stripe at no cost if reported within thirty (30) days upon receipt of the card. Replacement due to loss/theft, wear and tear shall be subject to replacement fee for a new card. The cardholder must surrender the damaged card or submit an affidavit of loss. The replacement card may be claimed after five (5) banking days from receipt of the request and compliance with requirements.
- Service Charges and Other Fees.** LBP may increase or impose additional charges/fees in providing this service. The cardholder agrees to pay the increase and/or additional charges/fees that may be imposed in the future.
- Perforation of Unclaimed Card.** A card that remains unclaimed ninety (90) calendar days from date of receipt by the Destination Branch shall be perforated for security reasons. Purchase of a new card shall be required.
- Limitations on Liability.** LANDBANK is not liable for any loss or damage of whatever nature in connection with the use of the card such as, but not limited to, the following instances:
  - disruption, failure or delay relating to or in connection with the ATM and Point-of-Sale (POS) functions of the card due to circumstances beyond the control of LANDBANK;
  - fortuitous events and force majeure such as, but not limited to, prolonged power outages, breakdown of computers and communication facilities, typhoons, floods, public disturbances and other similar or related cases;
  - loss or damaged which the cardholder may suffer arising out of any unauthorized utilization of the card due to theft or disclosure of PIN or violation of other measures with or without the cardholder's participation;
  - inaccurate, incomplete or delayed information received due to disruption or failure of any communication facilities used for the card; and
  - indirect, incidental or consequential loss, loss of profit or damage that the cardholder may suffer or has suffered by reason of the use or failure/inability to use the card under the terms hereof.
- Cardholder Complaints.** Any complaint regarding the Card and/or transactions using the card shall be communicated through the LBP's Customer Care Hotline 405-7000 (National Capital Region) or 1-800-10-405-7000 (pldt toll free number) or its servicing branch. In case of dispute, submit to LBP branch duly accomplished Client Complaint Form (CCF)  
*Sa anumang kaukulang reklamo o katanungan tungkol sa card at sa pag gamit nito ay maaring makipag-ugnayan sa LANDBANK Customer Care Hotline 405-7000 (National Capital Region) at 1-800-10-405-700 (PLDT Domestic Toll Free Number) o sa branch kung saan ito galing. Kung sakaling may problema kinakailangang mag padala sa LBP Branch ng Client Complaint Form (CCF).*
- Insurance.** THE CARD FUND IS NOT INSURED WITH PDIC.
- Escheat.** Laws on unclaimed balances apply.
- Rules and regulations.** The cardholder agrees to be bound by the rules, regulations and official issuances applicable to this service now existing or which may hereinafter be issued, as well as, such other terms and conditions governing the use of this service.
- Agreement to the Terms and Conditions.** The cardholder's signature herein or the cardholder's receipt of the card from the purchaser constitutes the cardholder's agreement to the above terms and condition.

### WAIVER

The undersigned as beneficiary hereby consents that the Land Bank of the Philippines (LBP) may disclose to DSWD the balance on my cash card as may from time to time be requested in order to ensure transparency that I am receiving the full amount of my grant at the appropriate time and facilitate efficiency and effectiveness of the program.

The undersigned hereby waives whatever right he/she has on the LBP arising from the latter's disclosure of information being herein consented.

Cardholder's/Purchaser's Signature: \_\_\_\_\_

Date \_\_\_\_\_

### FOR BANK USE

Name:

Card Number: