

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Batasan Pambansa Complex, Constitution Hills,
Quezon City

REQUEST FOR QUOTATION

RFQ No. 13 0133 **MCC**
Date: February 12, 2013

Company Name : _____
Company Address : _____
Contact Person : _____
Contact 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 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.

Please accomplish and submit this form together with Annex A to DSWD - Procurement Service at ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number **951-7116/ 931-6139 on or before February 20, 2013 at 8:00am.**

Very truly yours,

Mary Angeline D. Arabit
MARY ANGELENE DP. ARABIT
Chief, Procurement Planning & Mgt. Division

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
2. Quotation validity shall not be less than Thirty (30) days days.
3. Good/s shall be delivered within seven (7) working days upon receipt of PO
4. Place of Delivery: DSWD Central Office Stockroom
5. Terms of Payment: 15 to 30 days upon final inspection and acceptance.
6. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
7. Indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____

Annabel C. Odoño
ANNABEL C. ODOÑO
Procurement Officer

Tel No. 931-81-61/Fax No. 931-6139

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT


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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	12	cart	Ink Cartridge, HP CC642W (60), tricolor			
	20	cart	Ink Cartridge, HP CC639W (600, black			
	10	cart	Ink Cartridge, HP Laserjet P2055, black #05A			
	3	cart	Ink Cartridge, HP Laserjet CC530A, black			
	3	cart	Ink Cartridge, HP Laserjet CC531A, cyan			
	3	cart	Ink Cartridge, HP Laserjet CC532A, yellow			
	3	cart	Ink Cartridge, HP Laserjet CC533A, magenta			
	6	cart	Ink Cartridge, HP Officejet 920XL, cyan			
	6	cart	Ink Cartridge, HP Officejet 920XL, yellow			
	6	cart	Ink Cartridge, HP Officejet 920XL, magenta			
	6	cart	Ink Cartridge, HP Officejet 920, black			
	10	cart	Ink Cartridge, HP CC660S (702), black			
	6	cart	Ink Cartridge, HP C9352A (22), tricolor			
			Note: Only authorized suppliers/resellers will be considered for evaluation and awarding of contract.			
2	2	cart	Ink Cartridge Brother, LC-67BK, black			
	1	cart	Ink Cartridge Brother, LC-67HYM, magenta			
	1	cart	Ink Cartridge Brother, LC-67HYC, cyan			
	1	cart	Ink Cartridge Brother, LC-67HYY, yellow			
			*****page 1 of 5*****			

PURPOSE: Office supplies for the 1st Quarter of 2013

RIS No. 13010263

IMPORTANT : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) or Letter Order (L.O.) at DSWD-Central Office, Procurement Service within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O./L.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.


ANNABEL C. ODOÑO
Procurement Officer
Tel No. 931-8161
Fax No. 931-6139

(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 13 0133 WB
Date: February 12, 2013Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
3	15	btl	Alcohol, Rubbing, 70% isopropyl, 500ml			
	10	pckt	Battery, Size AA, Alkaline, 2pcs/packet			
	5	pckt	Battery, Size AAA, Alkaline, 2pcs/packet			
	2	roll	Trash Bag, Plastic, Black, gusseted type, 0.04mm thickness, 40"x470"x 18.5" with tie, 10pcs/roll			
4	5	pckt	Bristol Board, White, 100pcs/pckt			
	3	pckt	Bristol Board, Assorted colors, 100pcs/pckt (green, blue, pink, yellow)			
	3	pcs	Clear Book, 20pockets, A4 document size			
	30	pcs	Data File Box, with closed ends and finger ring, 5"x 9"x 15 3/4"			
	50	pcs	Data Folder, 2 hole, with finger ring and clear, plastic pocket for labels (10pcs blue, 20pcs green, 20pcs red), 3"x9"x 15"			
	1	pack	Envelope, Expanding, Kraft board, with rubberized string for legal size papers/documents, 100pcs/pack			
	2	pack	Envelope, Documentary, for legal size paper/ document, 500pcs/pack			
	1	pack	Envelope, Documentary, for A4 size paper/document, 500pcs/pack			
	1	pack	Folder File, tagboard, for legal size papers/ documents, 100pcs/pack			
	3	pack	Folder File, tagboard, for legal A4 size papers/documents, 100pcs/pack			
	7	pack	Folder L-Type clear plastic, A4 size 50pcs/pack			
	2	ream	Parchment Paper, Multi-purpose, A4 size, 75 gsm, fine, translucent, 100sheets/ream			
*****page 2 of 5*****						

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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
	2	bk	Record Book, 300pp non-blot, 215 x 275mm 55gsm			
	2	bk	Record Book, 500pp non-blot, 215 x 275mm 55gsm			
	15	pcs	Ring Binder, 12mm x 1.2m (1/2" x 44") plastic, assorted colors			
	15	pcs	Ring Binder, 19mm x 1.2m (3/4" x 44") plastic, assorted colors			
	5	pcs	Ring Binder, 24mm x 1.2m (1" x 44") plastic, assorted colors			
	5	pcs	Ring Binder, 48mm x 1.2m (2" x 44") plastic, assorted colors			
	5	pcs	Ring Binder, 1/4 x 44", plastic assorted			
	5	box	Transparency Film, For OHP/PPC, 210mm x 297mm (A4), 100s/box			
5	70	pcs	Ballpoint Pen, Fine point, black, 0.5mm S-Fine			
	5	box	Clip Backfold, 32mm (1 1/4"), 12pcs/box			
	5	box	Clip Backfold, 25mm (1"), 12pcs/box			
	5	box	Clip Backfold, 50mm (2"), 12pcs/box			
	40	pcs	Correction Tape, 5mmx10m			
	3	jar	Glue, All purpose, in jar w/ applicator			
	10	box	Index Tab, Transparent, self-adhesive, assorted colors, 5sets/box			
	15	sets	Marker, Flourescent assorted colors, 3 colors/set			
	10	pcs	Marking Pen, Permanent, bullet tip, non-toxic, black			
	10	pcs	Marking Pen, Permanent, bullet tip, non-toxic, blue			
	10	pcs	Marking Pen, Permanent, bullet tip, non-toxic, red			
	5	pcs	Marking Pen, Whiteboard, bullet tip, non-toxic, black			
	5	pcs	Marking Pen, Whiteboard, bullet tip, non-toxic, blue			
			*****page 3 of 5*****			

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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
	5	pcs	Marking Pen, Whiteboard, bullet tip, non-toxic, red			
	70	pcs	Notebook, Stenographer's, GSP bond, 40lvs, ruled, spiral, 55gsm			
	15	pad	Notepad 72mm x 102mm (3"x 4")			
	15	pad	Notepad 76mm x 76mm (3"x 3")			
	20	pad	Notepad 51mm x 51mm (2"x 2")			
	150	ream	Paper, Multicopy, A4 size, 80gsm			
	10	ream	Paper, Multicopy, Legal size, 80gsm			
	10	box	Paper Clip, Gem type, jumbo, vinyl/plastic coated, 50mm long, 100/box			
	10	box	Paper Fastener, Non-rust metal, holds 25mm thick file, with prongs, 50sets/box			
	3	jar	Paste, Solid, with water well and applicator, 200gm			
	10	box	Pencil, Lead with eraser, medium size, 12s/box			
	40	pcs	Sign Pen, High tech pen, black			
	2	btls	Stamp pad Ink, Violet, 50ml, w/ applicator			
	1	pc	Stamp Pad, Violet, 50ml, w/ applicator			
	5	box	Staple Wire, Standard, #35, 5000s/box			
	5	box	Tape, Masking, 2" width, usable length of 50M			
	10	roll	Tape, Masking, 1" width, usable length of 50M			
	10	roll	Tape, Transparent, 1" width usable of 50M			
	2	roll	Tape, Transparent, 2" width usable of 50M			
	3	roll	Tape, Packaging, 2" width approx. 50M length 3pcs/pack			
	10	box	Paper Clip, Gem type, 32mm, vinyl/plastic coated, 50mm long, 100/box			
*****page 4 of 5*****						

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
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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
	6	roll	Tape, Cloth Book, 1" w/ usable length of 50M			
	3	roll	Tape, Cloth Book, 2" w/ usable length of 50M			
	3	roll	Tape, Cloth Book, 3" w/ usable length of 50M			
	6	roll	Tape, Cloth Book, 1 1/2" w/ usable length of 50M			
	1	roll	Tape, Double-edged, 1" with cushion			
	5	pcs	CD Recordable, Minimum 650MB/70min running time			
	5	pcs	CD Rewritable, High Speed, 700MB/80min capacity			
6	3	pcs	Photocopier Toner, Sharp, AR-M452U MX-500 FT, Original			
	2	pcs	Photocopier Toner, Sharp, AR-5726 MX-312 FT, Original			
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