

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

REQUEST FOR QUOTATION

RFQ No. 140583 MCC
Date August 8, 2014

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 - PPMD at Ground floor, DSWD-CO Building, Batasan Complex, Constitution Hills, Quezon City or fax it through number **951-7116 not later than 3:00pm of August 15, 2014.**

Very truly yours,


ESTER R. EGAMINO
OIC-Chief, PPMD

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price. Lot Basis
- Quotation validity shall not be less than **Thirty (30) Calendar** days.
- Good/s shall be delivered on **Seven (7) working days upon receipt of Purchase Order.**
- Place of Delivery: **DSWD-Central Office Stockroom, 1st floor, DSWD Bldg., IBP Complex, QC**
- Terms of Payment: **within 15-30 days upon final inspection and acceptance.**
- Liquidated Damages/Penalty: **One Tenth (1/10) of one percent for everyday of delay shall be imposed.**
- Indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail
- Warranty: _____


RENEL JOANNE G. GAMBITO
Procurement Officer
Tel No. 951-7116/Fax No. 931-6139

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **140583** MCC
Date: August 8, 2014Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specifications of the product being offered in the space provided below)	Unit Cost	Total Cost
1	150	pieces	DVD Recordable, 16x speed, 4.7GB capacity			
	150	pieces	DVD Re-writable, 4x speed, 4.7GB capacity			
	30	packets	Battery, size AA, Alkaline, 2pcs/packet			
	30	packets	Battery, size AAA, Alkaline, 2pcs/packet			
	5	kilos	Rags, Cotton, (7") in diameter			
	13	bottles	Stamp Pad Ink, violet, 50ml			
	30	boxes	Staple Wire, Standard, #35			
	100	pieces	Correction Fluid, Multi-purpose, White			
	20	packs	Toilet Tissue, 12 rolls/pack			
	150	pairs	Correction Tape, disposable, usable length of 6 meters (min.)			
	90	bottles	Alcohol, 70%, ethyl			
	5	pieces	Eraser, Blackboard/whiteboard			
	10	jars	Glue, All purpose, 300 grams min.			
	4	boxes	Stape Wire, for Binding Stapler, 12mm x 13mm			
10	pieces	Indicator Tag/Flaglets, with "Sign Here" text				
2	112	pieces	Sign Pen, Black			
	80	pieces	Sign Pen, Blue			
	10	sets	Marker, Flourescent, 3 colors/set			
	30	pieces	Marking Pen, Whiteboard, Black			
	30	pieces	Marking Pen, Whiteboard, Blue			
	50	pieces	Marker, Permanent, Black			
	50	pieces	Marker, Permanent, Blue			
	8	boxes	Pencil, Lead, w/eraser, One (1) dozen per box			
	200	pieces	Ballpoint Pen, Fine Point, Black			
	200	pieces	Ballpoint Pen, Fine Point, Blue			
Page 1 of 3				NOTE : Please specify brand /model /origin		

PURPOSE : Supplies of KALAH I CIDSS-NCDDP for the month of July to September 2014

RIS No. 14072236, 14072237, 14072238, 14072239

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



RENEL JOANNE G. GAMBITO

Procurement Officer

Tel no. 951-7116

Fax No. 931-6139

 (Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

140583

RFQ No. _____

MCC

Date: _____

August 8, 2014

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specifications of the product being offered in the space provided below)	Unit Cost	Total Cost
3	6	rolls	Tape, Electrical			
	30	rolls	Tape, Masking, 24mm, 50 meters length			
	15	rolls	Tape, Masking, 48mm, 50 meters length			
	30	rolls	Tape, Transparent, 24mm, 50 meters			
	10	rolls	Tape, Cloth Book, 1 1/2"			
	10	rolls	Tape, Cloth Book, 1"			
	10	rolls	Tape, Cloth Book, 2"			
	10	rolls	Tape, Cloth Book, 3"			
	10	rolls	Tape, Double-edged, 1" without cushion			
	10	rolls	Tape, Double-edged, 1" with cushion			
	15	rolls	Tape, Transparent, 48mm, 50 meters			
	10	rolls	Tape, Packaging, 48mm, 50 meters length			
	4	40	pieces	Clip, Bulldog, 3"		
20		boxes	Clip, Backfold, 25mm, 12s/box			
20		boxes	Clip, Backfold, 50mm, 12s/box			
20		boxes	Clip, Backfold, 19mm, 12s/box			
20		boxes	Clip, Backfold, 32mm, 12s/box			
50		pairs	Binder, 3-ring, D-Type, A4, 64mm (2.5") with insert clear-view			
5		boxes	Paper Clip, Gem Type, Jumbo, 48mm, 100s/box			
5		boxes	Paper Clip, Gem Type, 32mm, 100s/box			
6	2	boxes	Paper Fastener, for paper, metal, 50 sets/box			
	50	pieces	Envelope, Expanding, Plastic, Legal size			
	1	box	Envelope, Documentary, A4, 500s/box			
	20	pieces	File Organizer, Expanding, Legal, Plastic, Assorted Colors			
	1	pack	Folder, Tagboard, Legal size, 100s/box			
			Folder, Tagboard, A4 size, 100s/box			
Page 2 of 3				NOTE : Please specify brand /model /origin		

PURPOSE : Supplies of KALAH I CIDSS-NCDDP for the month of July to September 2014

RIS No. 14072236, 14072237, 14072238, 14072239

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



 RENEL JOANNE G. GAMBITO

Procurement Officer
 Tel no. 951-7116
 Fax No. 931-6139

 (Signature over printed name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A
140583

RFQ No. _____

MCC

Date: _____

August 8, 2014

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specifications of the product being offered in the space provided below)	Unit Cost	Total Cost
cont. of Lot 6	3	packs	Folder, Morocco/Fancy, Legal size, 50s/pack			
	4	bundles	Folder, Morocco/Fancy, A4 size, 50s/pack			
	3	packs	Folder, Clear Plastic, L-Type, A4 size, 50s/pack			
	5	packs	Folder, Clear Plastic, L-Type, Legal size, 50s/pack			
	20	pieces	Clear Book, 60 pockets/refill, A4			
	15	pieces	Clear Book, 60 pockets/refill, Legal			
7	100	pieces	Notebook, Stenographer's, 40 leaves, ruled both sides			
	100	pads	Note Pad, (3"x3") 100 sheets/pad			
	100	pads	Note Pad, (2"x2"), 400 sheets/pad			
	550	reams	Paper, Multicopy, 210mm x 297mm (A4), 80gsm			
	10	reams	Parchment Paper, A4 size, 80gsm, 100 sheets/pack			
	30	packs	Cartolina, Assorted Colors, 20s/pack			
8	50	reams	Paper, Copy, A4			
	20	pieces	Data File Box (5" x 9" x 15-3/4")			
	30	pieces	Data Folder, w/finger ring (3" x 9" x 15")			
9	50	pieces	Box, Corrugated with string			
	35	packets	Bristol Board, Green, A4, 100pcs/packet			
	55	packets	Bristol Board, Orange, A4, 100pcs/packet			
	55	packets	Bristol Board, Pink, A4, 100pcs/packet			
	27	packets	Bristol Board, White, A4, 100pcs/packet			
	55	packets	Bristol Board, Yellow, A4, 100pcs/packet			
10	5	reams	Bristol Board, Yellow, Legal, 100pcs/packet			
			Paper Bond, with DSWD Letterhead/Logo, A4			
			xxxxxxxx-Nothing Follows-xxxxxxxx			
			Source of Funds: DBP ACCT MCC			
			Page 3 of 3	NOTE : Please specify brand /model /origin		

PURPOSE : Supplies of KALAHY CIDSS-NCDDP for the month of July to September 2014

RIS No. 14072236, 14072237, 14072238, 14072239

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



RENEL JOANNE G. GAMBITO

Procurement Officer

Tel no. 951-7116

Fax No. 931-6139

(Signature over printed name)

Supplier