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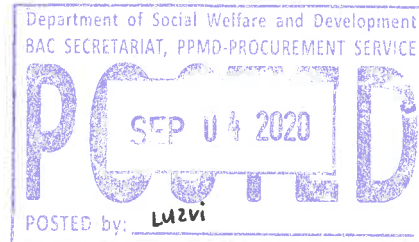
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
IBP Road, Constitution Hills, Quezon City

**REQUEST FOR QUOTATION**

RFQ No. **20-0782 Shopping B**

Date: **SEPTEMBER 02, 2020**

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 award, you will be required to submit your **Mayor's/Business Permit**, within 24 hours from receipt of notice. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 8-951-7116 or email to quotations@dswd.gov.ph not later than **01:00 p.m. of September 09, 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
**WILLIAM V. GARCIA JR.**  
Officer-In-Charge, PMS  
Procurement Planning & Management Division

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be **60 calendar days** from the deadline of submission of quotations
- Good/s shall be delivered within **TEN (10) Working days upon receipt of Purchase Order (P.O)**
- Place of Delivery: **DSWD-Central Office, Procurement Service - Warehouse, IBP Road, Constitution Hills Q.C.**
- Terms of Payment: **within 15-30 days upon completion 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
- 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](http://www.philgeps.gov.ph) and register for free."
- To facilitate the immediate implementation of the procurement of this project, the DSWD shall proceed with the procurement activities short of award, pursuant to Section 7.6 of the 2016 Revised IRR of R.A. 9184.

  
**RODEL D. TORRATO**  
Procurement Officer

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

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Balasan Pambansa Complex, Constitution Hills, Quezon City

RFQ No.

**20-0782 Shopping B**

Date:

**SEPTEMBER 02, 2020**

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Philgeps No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

LOT	Qty.	Unit	Purchaser's Specification	Unit Cost	Bidder's Specifications <small>(Please write the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
1	1	Carton	Toner Cart, Brother TN-3350, BLACK, for HL5450DN (CU PRINTER)				
	<b>Approved Budget for the Contract (ABC): PhP 5,200.00</b>						
	300	bottle	Alcohol, Ethyl, 68-70%, scented, 500ml (-5ml)	120.00			
	50	bundle	Rags, all cotton, 32 pieces per kilogram min	80.00			
	40	box	CLIP, Backfold, all metal, clamping:19mm (-1mm)	25.00			
2	20	box	CLIP, Backfold, all metal, clamping:25mm (-1mm)	35.00			
	30	piece	Data Folder, made of chipboard, taglia lock (GREEN)	250.00			
	2	pack	Folder tagboard for Legal size documents	450.00			
	20	piece	MARKER, permanent, bullet type, black	30.00			
	20	piece	MARKER, permanent, bullet type, blue	30.00			
	50	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	60.00			
	50	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	60.00			
	10	piece	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	60.00			
5	ream	Paper, Multi-copy, 80gsm, A3, Size:297mmx420mm	800.00				
<i>Page 1 of 2</i>							

PR No. **2020-06-00204**

**IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date the P.O was served thru fax/email. 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.**

  
**RODEL D. TORRATO**  
 Procurement Officer

\_\_\_\_\_  
 (Signature over printed name)  
**Supplier**

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Batasan Pambansa Complex, Constitution Hills, Quezon City

RFQ No. 20-0782 Shopping B  
 Date: SEPTEMBER 02, 2020

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Philgeps No. : \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

LOT	Qty.	Unit	Purchaser's Specification	Unit Cost	Bidder's Specifications	Unit Cost	Total Cost
					(Please write the detailed specifications in the space provided)		
2	20	pack	Sticky Note, with sign here note, 5 different colors, (100-200pcs/pack)	120.00			
	10	box	LAMINATING FILM, Size;A4, (100pcs per box), Thickenss:(125 micron)	1100.00			
	2	box	LAMINATING FILM, Size;A3, (100pcs per box), Thickenss:(125 micron)	2200.00			
	2	pack	GLOSSY PHOTO STICKER PAPER, Size:A4, (20sheets/pack) 90gsm	250.00			
	130	piece	Ballpoint Pen, Fine Point, (50 BLACK:60 BLUE:20 RED)	20.00			
	10	roll	TAPE, Clothbook, 3", 6meters length	300.00			
	10	roll	TAPE, Clothbook, 2", 6meters length	250.00			
	30	roll	TAPE, Double-Edged, 1" with cushion, 6meters length	350.00			
	10	roll	TAPE, Double-Edged, 1" without cushion, 6meters length	280.00			
	20	roll	Duct Tape, 2", 25 meters length	800.00			
<b>Approved Budget for the Contract (ABC): PhP 117,600.00</b>							
xxxx-Nothing Follows-xxxx							
Page 2 of 2							

PR No. **2020-06-00204**

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