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

**REQUEST FOR QUOTATION**

RFQ No. **20-0798 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](mailto:quotations@dswd.gov.ph) not later than **01:00 p.m of September 11, 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:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
2. Quotation validity shall be **60 calendar days** from the deadline of submission of quotations
3. Good/s shall be delivered within **TEN (10) Working days upon receipt of Purchase Order (P.O)**
4. Place of Delivery: **DSWD-Central Office, Procurement Service - Warehouse, IBP Road, Constitution Hills Q.C.**
5. 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.**
6. 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.**
7. For goods, please indicate brand, model
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty: \_\_\_\_\_
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. **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."**
12. 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

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

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Batasan Pamantasan Complex, Constitution Hills, Quezon City

**20-0798 Shopping B**

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

ITEM	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
	20	bundle	RAGS, All cotton, 32pieces per kilogram mirim	53.82			
	30	piece	SIGN PEN, BLACK, liquid/gel ink 0.5mm needle tip	34.81			
	30	piece	SIGN PEN, BLUE, liquid/gel ink 0.5mm needle tip	34.81			
	160	piece	BALLPOINT PEN, fine point, BLACK	12.00			
	160	piece	BALLPOINT PEN, fine point, BLUE	12.00			
	80	piece	BALLPOINT PEN, fine point, RED	12.00			
	20	piece	Box, Corrugated with string, 29"x15"x10"	110.00			
	15	piece	Box, FILE STORAGE, 39cmx31cmx27cm	181.50			
	10	piece	FOLDER, 3-HOLE RING BINDER, A4 SIZE, 2" CAPACITY	176.00			
	15	piece	FOLDER, 3-HOLE RING BINDER, A4 SIZE, 3" CAPACITY	275.00			
	5	piece	FOLDER, ARCHFILE, A4, 1"	220.00			
	15	piece	FOLDER, ARCHFILE, A4, 2"	280.00			

PR No. 2020-07-0057

**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 DSWD's future biddings.

RODEL D. TERRATO  
Procurement Officer  
Tel. Nos. 831-8138/931-8101 to 07 local 122124

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

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Batasan Pamantasan Complex, Constitution Hills, Quezon City

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ITEM	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
	15	set	INDICATOR TAG/FLAGLETS, PLAIN, Assorted Colors, 50s/set	86.00			
	30	set	INDICATOR TAG/FLAGLETS, "with sign here text", Assorted Colors, 50s/set	165.00			
	2	bundle	RING BINDER, Plastic, 12.7mmx1.12mm (1/2"x44"), 10pcs/bundle	247.50			
	2	bundle	RING BINDER, Plastic, 25mmx1.12mm (1"x44"), 10pcs/bundle	297.00			
	3	roll	Tape, Cloth Book, 1 1/2", 6 meters length	132.00			
	3	roll	Tape, Cloth Book, 2", 6 meters length	176.00			
	5	roll	Tape, Double Edged, 1", without Cushion, 6 meters length	104.50			
	5	pack	Bristol Board, A4 Size, 100pcs/pack, 220gsm, WHITE	418.00			
	10	pack	Bristol Board, A4 Size, 100pcs/pack, 220gsm, LIGHT GREEN	418.00			
	10	pack	Bristol Board, A4 Size, 100pcs/pack, 220gsm, LIGHT BLUE	418.00			
	10	pack	Bristol Board, A4 Size, 100pcs/pack, 220gsm, YELLOW	418.00			
	20	pack	Bristol Board, A4 Size, 100pcs/pack, 220gsm, ORANGE	418.00			

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**RODEL D. TORRATO**

Procurement Officer

Tel. Nos. 931-8138/ 931-3101 to 07 local 122/124

(Signature over printed name)  
Supplier

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Batasan Pamantasan Complex, Constitution Hills, Quezon City

RFO No. **20-0798 Shopping B**  
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ITEM	Qty.	Unit	Purchaser's Specification	Unit Cost	Bidder's Specifications <small>(Please write the detailed specifications in the spaces provided)</small>	Unit Cost	Total Cost
	5	pack	Bristol Board, A4 Size, 100pcs/pack, 220gsm, PINK	418.00			
	10	pad	Note PAD, Stick on, 100sheets per pad (2"x2") min	110.00			
	10	ream	PAPER BOND, MULTICOPY, 80gsm, size:250mmx353mm	275.00			
	2	ream	PAPER FOR PPC, TABLOID 11"x17", 80gsm	319.00			
<b>Approved Budget for the Contract (ABC): Php</b>							
<b>62,104.00</b>							
xxxxx-Nothing Follows-xxxxx							

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**RODEL D. TORRATO**  
 Procurement Officer  
 Tel. Nos. 831-6136/ 931-8101 to 07 local 122124

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

Finance

50313050-07

MAHINAY