

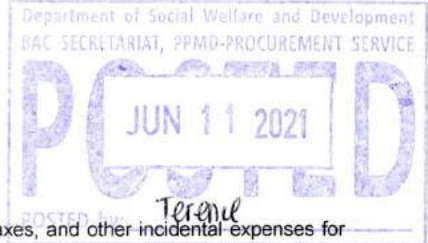
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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0500 SHOPPING (B)**
Date: **June 7, 2021**

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. 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 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City or fax it through numbers 8951-7116 or email to quotations@dswd.gov.ph not later than **1:00 PM of June 15, 2021 (TUESDAY)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours, *

[Signature]
WILLIAM V. GARCIA, JR.

Officer-In-Charge, Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
- Good/s shall be delivered within **10 working days from receipt of Purchase Order (PO).**
- Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
- Terms of Payment: **within 15-30 days upon completion of 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 and country of origin.
- 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 and register for free."**

[Signature]
NIDA T. BACALING

Procurement Officer

Tel. Nos. 8931-6139/ 8931-8101 to 07 Voip 10093 and 10097
0955-281-4285

(Signature over Printed Name)

Supplier

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 to register."

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 Company TIN : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications	
					(Please fill out the detailed specifications in the space provided)	Unit Cost
						Total Cost
1	25	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	37.06		
2	25	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	59.28		
3	30	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	47.73		
4	30	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	250.00		
5	25	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	100.00		
6	25	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	90.00		
7	40	box	Staple wire, standard, (26/6)	21.09		
8	5	roll	TAPE MASKING, width: 24mm (+/-1mm)	54.60		
9	5	roll	TAPE MASKING, width: 48mm (+/-1mm)	106.60		
10	5	roll	TAPE, packaging, width: 48mm (+/-1mm)	19.97		
11	25	bundle	Rags, all cotton, 32 pieces per kilogram min.	80.00		
12	10	roll	Trashbag, plastic, transparent 10pcs/roll	134.68		
13	10	box	CLIP BACKFOLD, all metal, clamping: 25mm (-1mm)	15.27		
14	40	piece	Data file box, made of chipboard, with closed ends	100.00		
15	70	piece	Data Folder, made of chipboard, taglia lock	100.00		
16	2	box	Folder, pressboard size: 240mm x 370mm (-5mm) 100pcs/box	952.64		
17	10	set	Marker, fluorescent, 3 assorted colors per set	60.00		
18	5	piece	MARKER, whiteboard, red, felt tip, bullet type	13.38		

PURPOSE: For AS-RAMD 1st Quarter Supplies for CY 2021

PR No. 01-20001-PR-2021-03-00179

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Nida T. Bacaling
NIDA T. BACALING

Page 1 of 3

Procurement Officer

(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097
Fax No. 8951-7116

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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 to register."

RFQ No. **21-0500 SHOPPING (B)**
Date: **June 7, 2021**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No. : _____
Company TIN : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications	
					(Please fill out the detailed specifications in the space provided)	Unit Cost
19	5	piece	MARKER, PERMANENT, black, felt tip, bullet type	15.00		
20	5	piece	MARKER, PERMANENT, blue, felt tip, bullet type	15.00		
21	3	piece	Stapler, standard type, load cap: 200 staples min	176.80		
22	2	piece	Tape Dispenser, table top for 24mm width tape	64.20		
23	2	piece	Calculator, compact, 12 digits, large display dual power source (battery, solar) memory and tax functions	346.85		
24	100	piece	Ballpoint pen, fine point, black and blue (50pcs each color)	9.00		
25	55	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	34.61		
26	20	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	34.61		
27	1	roll	Plastic cover clear	1,500.00		
28	12	piece	Battery, lithium battery, CR 2032, 3v	150.00		
29	10	board feet	Fastener, plastic, 70mm between prongs	90.00		
30	35	piece	Acrylic Bookends	300.00		
31	10	box	Laminating film, 100 pouches per box A4 size	500.00		
32	2	box	Magnetic Data Card holder	1,000.00		
33	5	ream	Magnetic Sheet, folder labeling purpose	150.00		
34	5	piece	Pencil eraser, rubber	100.00		

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[Signature]
NIDA T. BACALING

Procurement Officer

Page 2 of 3

(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097
Fax No. 8951-7116

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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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 to register."

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Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Reg. No. : _____
 Company TIN : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
35	10	pack	Rags, pranella (6 pieces per pack)	160.00			
36	10	pack	Colored paper, green, pink, orange, red and yellow A4 size - 100 sheets perpack, 2 packs each color	500.00			
37	250	piece	Acid Free-expanding folder	700.00			
Approved Budget for the Contract (ABC): Php 244,459.78							

PURPOSE : For AS-RAMD 1st Quarter Supplies for CY 2021
 PR No. 01-20001-PR-2021-03-00179

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NIDA T. BACALING
 NIDA T. BACALING
 Procurement Officer
 Trunkline: 89318101 to 07 Voip 10093 and 10097
 Fax No. 8951-7116

Page 3 of 3

 (Signature over printed name)
 Supplier

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that.

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder].

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder].

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney.

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]