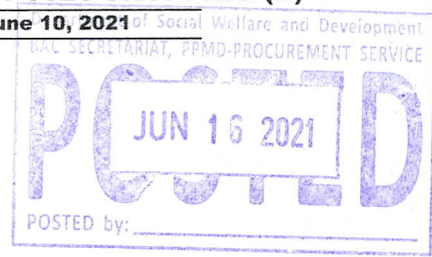


TS

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

REQUEST FOR QUOTATION

RFQ No. **21-0526 SHOPPING (B)**
Date: **June 10, 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 21, 2021 (Monday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

[Handwritten Signature]
WILLIAM V. GARCIA, JR.

Officer-In-Charge, Procurement Planning & Management Division *[Handwritten Initials]*

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."**

[Handwritten 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

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. **21-0526 SHOPPING (B)**
 Date: **June 10, 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
1	60	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	45.00		
2	60	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	65.00		
3	60	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	60.00		
4	50	ream	PAPER, MULTICOPY, 80gsm, size: A4 210mm x 297mm	225.00		
5	30	ream	PAPER, MULTICOPY, 80gsm, size: Legal 216mm x 330mm	154.75		
6	60	ream	PAPER, MULTI-Purpose (Copy), A4 70gsm	114.51		
7	30	ream	PAPER, MULTI-Purpose (Copy), Legal 70gsm	129.98		
8	10	pack	Battery, dry cell, AA, 2 pieces per blister pack	45.00		
9	10	pack	Battery, dry cell, AAA, 2 pieces per blister pack	25.00		
10	6	box	Staple wire, for heavy duty staplers, (23/13)	25.00		
11	15	box	Staple wire, standard, (26/6)	25.00		
12	15	roll	TAPE MASKING, width: 24mm (+/-1mm)	60.00		
13	15	roll	TAPE MASKING, width: 48mm (+/-1mm)	110.00		
14	15	roll	TAPE Packaging, width: 48mm (+/-1mm)	25.00		
15	30	box	CLIP BACKFOLD, all metal, clamping: 19mm (-1mm)	13.00		
16	30	box	CLIP BACKFOLD, all metal, clamping: 25mm (-1mm)	20.00		
17	30	box	CLIP BACKFOLD, all metal, clamping: 32mm (-1mm)	25.00		
18	30	box	CLIP BACKFOLD, all metal, clamping: 50mm (-1mm)	60.00		

PURPOSE: Supply and Delivery of Office Supplies for the Office of the Undersecretary for Operations

PR No. 01-20001-PR-2021-04-00025

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.

[Signature]
 NIDA T. BACALING

Page 1 of 3

Procurement Officer

(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Supplier

Fax No. 8951-7116

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."

RFQ No. **21-0526 SHOPPING (B)**
Date: **June 10, 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		Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)			
19	60	piece	Data file box, made of chipboard, with closed ends	95.00				
20	60	piece	Data folder, made of chipboard, taglia lock	145.00				
21	6	box	Fastener, metal, 70mm between prongs	90.00				
22	60	set	File Tab divider, bristol board, for A4	20.00				
23	2	pack	Folder, tagboard, for legal size documents (100 pcs/pack)	330.00				
24	15	box	Index tab, self-adhesive, transparent	65.00				
25	15	set	Marker, fluorescent, 3 assorted colors per set	37.29				
26	30	piece	Marker, whiteboard, black, felt tip, bullet type	20.00				
27	30	piece	Marker, whiteboard, blue, felt tip, bullet type	20.00				
28	30	piece	Marker, whiteboard, red, felt tip, bullet type	20.00				
29	30	piece	Marker, permanent, bullet type, black	15.00				
30	30	piece	Marker, permanent, bullet type, blue	15.00				
31	9	piece	Marker, permanent, bullet type, red	15.00				
32	30	box	Paper clip, vinyl/plastic coat, length: 32mm min	13.00				
33	3	box	Pencil, lead, with eraser, wood cased, hardness: HB	25.00				
34	10	piece	Stapler, standard type, load cap: 200 staples min	150.00				

PURPOSE : Supply and Delivery of Office Supplies for the Office of the Undersecretary for Operations
 PR No. 01-20001-PR-2021-04-00025

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
 Procurement Officer

Page 2 of 3

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

 (Signature over printed name)
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. **21-0526 SHOPPING (B)**
Date: **June 10, 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		Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)			
35	5	piece	Staple remover, plier-type	30.00				
36	90	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	34.61				
37	150	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	34.61				
38	60	piece	Fine point, blue	10.00				
39	60	set	Indicator tag/flaglets, with "Sign Here" text, 50s/set	150.00				
			nothing follows					
Approved Budget for the Contract (ABC):								
Php 85,743.25								

PURPOSE: Supply and Delivery of Office Supplies for the Office of the Undersecretary for Operations

PR No. 01-20001-PR-2021-04-00025

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[Signature]
NIDA T. BACALLING

Procurement Officer

Page 3 of 3

(Signature over printed name)
Supplier

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