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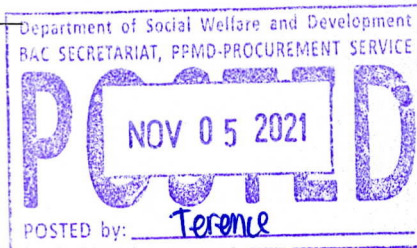
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-1276 SHOPPING (B)**

Date: **November 3, 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 November 12, 2021 (Friday)**. 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.*  
**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 "**

*Nida T. Baqaling*  
**NIDA T. BAQALING**  
Procurement Officer

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

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPSS). You may visit the PhilGEPSS website at www.philgeps.gov.ph to register."

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PhilGEPSS 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	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-RAMID 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.

*MIDA T. BACALING*

NIDA T. BACALING

Procurement Officer

Page 1 of 3

(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Supplier

Fax No. 8951-7116

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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
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	SGN PEN, blue, liquid/gel ink, 0.5mm needle tip	34.61			
26	20	piece	SGN 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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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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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			
<b>Approved Budget for the Contract (ABC):</b> PhP 244,459.78							

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 NIDA T. BACALING

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