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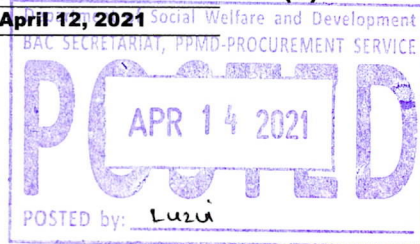
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0251 SHOPPING (b)**

Date: **April 12, 2021** Social Welfare and Development  
BAC SECRETARIAT, PPMD-PROCUREMENT SERVICE

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 APRIL 21, 2021 (WEDNESDAY)**. 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, 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](http://www.philgeps.gov.ph) and register for free."

**RODEL D. TORRATO**

Procurement Officer

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

(Signature over Printed Name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **21-0251 SHOPPING (b)**  
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Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

| Item | Qty. | Unit  | Purchaser's Specifications                                   | Unit Cost | Bidder's Specifications<br>(Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|------|------|-------|--|-----------|--|-----------|------------|
| 1    | 320  | Ream  | PAPER, MULTICOPY, 80GSM, Size: 210mm x 297mm                 | 300.00    |  |           |            |
| 2    | 15   | Ream  | PAPER, MULTICOPY, 80gsm, Size: 216mm x 330mm, Legal          | 300.00    |  |           |            |
| 3    | 25   | Piece | Data File folder (with two hole)                             | 75.00     |  |           |            |
| 4    | 20   | Box   | PAPER CLIP, Vinyl/plastic coat, length: 33mm min, 100pcs/box | 7.76      |  |           |            |
| 5    | 20   | Pad   | Ruled Note pad, 4" x 6", Yellow pad                          | 100.00    |  |           |            |
| 6    | 40   | Pad   | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min                | 37.06     |  |           |            |
| 7    | 50   | Pad   | NOTE PAD, stick on 76mm x 76mm (3" x 3") min                 | 47.73     |  |           |            |
| 8    | 50   | Pad   | NOTE PAD, stick on 76mm x 100mm (3" x 4") min                | 59.28     |  |           |            |
| 9    | 15   | Piece | Folder, Vinyl, Expanding, Legal size, Assorted color         | 80.00     |  |           |            |
| 10   | 4    | Pack  | FOLDER TAGBOARD, for legal size documents, 100pcs/pack       | 321.36    |  |           |            |
| 11   | 60   | Piece | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip            | 34.61     |  |           |            |
| 12   | 60   | Piece | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip             | 34.61     |  |           |            |
| 13   | 15   | Box   | STAPLE WIRE, STANDARD, (26/6), 5000wires/box                 | 21.09     |  |           |            |

PURPOSE: For 4th Quarter 2020 supplies of Program Management Bureau

PR No. **01-20001-PR-2021-03-00160**

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.

**RODEL P. TORRATO**  
Procurement Officer

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(Signature over printed name)  
Supplier

Trunkline: 89318101 to 07 Voip 10095 and 10097  
Fax No. 8951-7116



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **21-0251 SHOPPING (b)**  
 Date: **April 12, 2021**


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."

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

| Item | Qty. | Unit  | Purchaser's Specifications   | Unit Cost | Bidder's Specifications<br>(Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|------|------|-------|--|-----------|--|-----------|------------|
| 14   | 20   | Box   | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm, 12pcs/pbox)   | 15.22     |  |           |            |
| 15   | 20   | Box   | CLIP BACKFOLD, all metal, clamping: 19mm (-1mm), 12pcs/box   | 8.76      |  |           |            |
| 16   | 20   | Pack  | BATTERY, dry cell, AA, 2 pieces per blister pack   | 36.30     |  |           |            |
| 17   | 10   | Pack  | BATTERY, dry cell, AAA, 2 pieces per blister pack  | 19.73     |  |           |            |
| 18   | 10   | Roll  | TAPE, MASKING, width: 24mm (+1mm)  | 55.12     |  |           |            |
| 19   | 12   | Pack  | Bristol Board A4 size, 100pcs/packet, 220gsm (2 pink, 2 orange, 2 red, 2 yellow, 2 green and 2 white)        | 280.00    |  |           |            |
| 20   | 15   | kilo  | Rag, cotton, 32 pieces per kilo  | 80.00     |  |           |            |
| 21   | 12   | Set   | Indicator Tag/Flaglets, with sign here text 50s/set  | 55.00     |  |           |            |
| 22   | 50   | Piece | MARKER, PERMANENT, bullet type, black  | 9.65      |  |           |            |
| 23   | 35   | Can   | DISINFECTANT SPRAY, aerosol type, 400-550 grams<br>Approved Budget for the Contract (ABC):<br>PhP 130,488.29 | 128.96    |  |           |            |
|      |      |       | xxxxx-Nothing Follows-xxxxx  |           |  |           |            |

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 PR No. 01-20001-PR-2021-03-00160

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**RODEL D. TORRALTO**  
 Procurement Officer  
 Trunkline: 89318101 to 07 Voip 10093 and 10097  
 Fax No. 89511-7116

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