

Jerome

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

REQUEST FOR QUOTATION

RFQ No. **21-0457 SHOPPING (B)**
Date: **May 26, 2021**

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

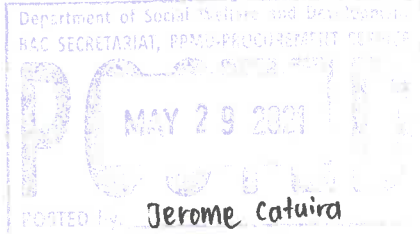
Sir/Madam:

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 3, 2021 (THURSDAY)**. 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 : _____
Bank Name : _____ 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. Bacaling
NIDA T. BACALING
Procurement Officer

(Signature over Printed Name)
Supplier

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. **21-0457 SHOPPING (B)**
Date: **May 27, 2021**

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

Lot	Qty.	Unit	Purchaser's Specifications		Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
1	10	bottle	Stamp pad ink, purple or violet 50 ml (min)	31.52			
	100	pad	Note pad, stick on, 76mm x 100mm (3" x 4") min	59.28			
	100	pad	Note pad, stick on, 76mm x 76mm (3" x 3") min	47.73			
	50	piece	Notebook, stenographer, spiral, 40 leaves	12.04			
	180	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm	200.00			
	20	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm	250.00			
	15	pack	Battery, dry cell, AA, 2 pieces per blister pack	90.00			
	20	pack	Battery, dry cell, AAA, 2 pieces per blister pack	100.00			
	20	piece	Ruler, plastic, 450mm (18"), width: 38mm min	17.68			
	10	can	Disinfectant spray, aerosol ttype, 400-550 grams	500.00			
	25	bundle	Rags, all cotton, 32 pieces per kilogram min	80.00			
	100	pack	Trashbag, GPP specs, black, 940mm x 1016mm (10pc/roll/pack)	134.68			
	100	box	Clip, backfold, all metal, clamping: 19mm (-1mm)	9.05			
	30	piece	Data file box, made of chipboard, with closed ends	100.00			
	50	piece	Data folder, made of chipboard, taglia lock	100.00			
	10	bundle	Folder, fancy, for A4 size documents (50pcs/bundle)	270.40			
10	bundle	Folder, fancy, for legal size documents (50pcs/bundle)	311.88				
10	pack	Folder, tagboard, for A4 size documents (100/pack)	279.00				

PURPOSE: For KC-NPMO (KKB FUND) 2021 1st Quarter Supplies

PR No. 01-20001-PR-2021-03-00158

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.

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Procurement Officer

(Signature over printed name)
Supplier

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					(Please fill out the detailed specifications in the space provided)		
1	10	pack	Folder, tagboard, for legal size documents	321.36			
	80	piece	Marker, whiteboard, black, felt tip, bullet type	15.00			
	80	piece	Marker, Permanent, bullet type, black	15.00			
	100	piece	Marker, Permanent, bullet type, blue	15.00			
	80	box	Pencil, lead, w/ eraser, wood cased, hardness: HB	50.00			
	2	piece	Cutter blade, for heavy duty cutter	35.00			
	5	piece	Puncher, paper, heavy duty, with two hole guide	131.96			
	3	piece	Scissors, symmetrical, blade length: 65mm min	60.00			
	5	piece	Staple Remover, plier-type	40.00			
	5	piece	Tape dispenser, table top, for 24mm width tape	64.20			
	5	piece	Calculator, compact, 12 digits (LED display) width 100mm-130mm, two way power source (solar/cell)	346.85			
	200	piece	Sign pen, black, liquid/gel ink, 0.5mm needle tip	34.61			
	100	piece	Sign pen, red, liquid/gel ink, 0.5mm needle tip	34.61			
	100	set	Indicator Tag with "Sign Here"	166.00			
	100	piece	Ballpen, 0.5 (Black), fine point	15.00			
	100	piece	Ballpen, 0.5 (Blue), fine point	15.00			
200	piece	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	34.61				
			Approved Budget for the Contract (ABC): PhP 145,491.25				

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NIDA T. BACALING

Procurement Officer

Page 2 of 3

(Signature over printed name)

Supplier

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Lot	Qty.	Unit	Purchaser's Specifications		Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
2	8	cartridge	Toner Cartridge, HP CF400A (HP201A) Black Laser Jet	3,429.78			
	7	cartridge	Toner Cartridge, HP CF401A (HP201A) Cyan Laser Jet	4,043.83			
	7	cartridge	Toner Cartridge, HP CF402A (HP201A) Yellow Laser Jet	4,043.83			
	7	cartridge	Toner Cartridge, HP CF403A (HP201A) Magenta Laser Jet	4,043.83			
	26	cartridge	Ink Cartridge, HP932XL, Black, HP Original Ink	1,700.00			
	15	cartridge	Ink Cartridge, HP932XL, Yellow, HP Original Ink	1,200.00			
	15	cartridge	Ink Cartridge, HP932XL, Cyan, HP Original Ink	1,200.00			
	15	cartridge	Ink Cartridge, HP932XL, Magenta, HP Original Ink	1,200.00			
Approved Budget for the Contract (ABC): PhP 210,558.67							

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