

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

REQUEST FOR QUOTATION

RFQ No. **21-0382 SHOPPING (B)**

Date: **May 17, 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 May 24, 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,

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

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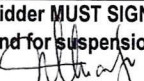
Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No. : _____
Company TIN : _____

Lot	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	80	piece	FACE SHIELD, direct splash protection, replaceable protection sheet, acetate, preferably liftable	124.80			
	40	bottle	GLUE-ALL, Multi-purpose glue (Non-toxic); 40-50ml	50.00			
	6	pad	Post-it, super sticky, lined notes (4"x4") min, brights 90 sheets / pad	500.00			
	2	pack	Laminating Film, A4 600 pcs/pack	500.00			
	100	pack	Post-it, "Sign Here" flags 12 dispensers/pack, 50 flags/dispenser	150.00			
	50	pack	Post-it plain flags: .47x1.7in 100 flags / pack	250.00			
	150	piece	BALLPEN, black, fine point	10.00			
	100	piece	BALLPEN, blue, fine point	10.00			
	5	piece	BALLPEN, red, fine point	10.00			
	20	unit	Flash Drive, 64 GB capacity	800.00			
	5	pack	Bristol Boards (assorted color) 220gsm, 100pcs/pack	280.00			
	100	pcs	Presentation Project Documents Holder/Folder, A4, PVC Paper Organizer	500.00			
	10	piece	Doormat, cloth rag drying doormat, knitted/braided	150.00			
	240	bottle	ALCOHOL, ethyl, 68%-72% scented, 500ml (-5ml)	100.00			
	80	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min 100sheet/pad	37.06			
	80	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min 100sheet/pad	59.28			
	80	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min 100sheet/pad	47.73			

PURPOSE : For SWIDB 2021 1st Quarter Supplies

PR No. 01-20001-PR-2021-02-00180

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 1 of 3

(Signature over printed name)
Supplier

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

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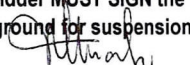
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Lot	Qty.	Unit	Purchaser's Specifications		Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
200	ream		PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	200.00			
100	pack		BATTERY, dry cell, AAA, 2 pieces per blister pack	100.00			
50	roll		TAPE MASKING, width: 24mm (+/-1mm)	54.60			
10	roll		TAPE MASKING, width: 48mm (+/-1mm)	19.97			
12	can		DISINFECTANT SPRAY, aerosol type, 400-550 grams	500.00			
5	bundle		RAGS, all cotton, 32 pieces per kilogram min	80.00			
20	box		CLIP BACKFOLD, all metal, clamping: 19mm (-1mm) 12pcs/box	9.05			
20	box		CLIP BACKFOLD, all metal, clamping: 25mm (-1mm) 12pcs/box	15.27			
20	box		CLIP BACKFOLD, all metal, clamping: 32mm (-1mm) 12pcs/box	20.80			
20	box		CLIP BACKFOLD, all metal, clamping: 50mm (-1mm) 12pcs/box	47.84			
40	piece		Correction Tape, film base type, UL 6m min	14.02			
1	box		Envelope, mailing, white, 70gsm, 500pcs/box	378.20			
5	piece		Cutter Knife, for general purpose	33.43			
2	piece		PENCIL SHARPENER, manual, single cutter head	202.80			
2	piece		Puncher, paper, heavy duty, with two hole guide	131.96			
20	piece		Scissors, symmetrical, blade length: 65mm min	60.00			
10	piece		Stapler, standard type, load cap: 200 staples min	176.80			

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				(Please fill out the detailed specifications in the space provided)				
	5	piece	Staple Remover, plier-type	40.00				
	5	unit	Calculator, compact, 12 digits, 100-130mm, led display, 2-way power source (solar/cell)	346.85				
	5	piece	Eraser, Plastic/Rubber, for pencil draft/writing	4.42				
	30	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	34.61				
	50	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	34.61				
Approved Budget for the Contract (ABC): PhP 221,117.32								
nothing follows								

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