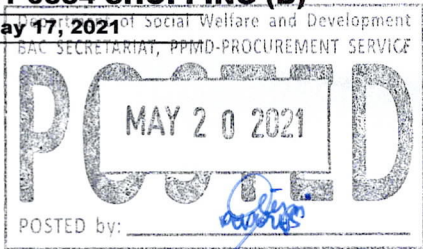


DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0384 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.**

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 LDAP-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."

**NIDA T. BACALING**  
Procurement Officer

\_\_\_\_\_  
(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."

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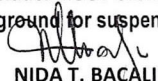
Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

Lot	Qty.	Unit	Purchaser's Specifications		Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
1	400	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	200.00			
	5	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	80.00			
	10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	90.00			
	1	bundle	RAGS, all cotton, 32 pieces per kilogram min	80.00			
	2,300	piece	SURGICAL MASK, 3-ply, disposable, ear loop, wired	14.04			
	50	box	CLIP BACKFOLD, all metal, clamping: 19mm (-1mm)	9.05			
	50	box	CLIP BACKFOLD, all metal, clamping: 25mm (-1mm)	15.27			
	50	box	CLIP BACKFOLD, all metal, clamping: 32mm (-1mm)	20.80			
	75	box	CLIP BACKFOLD, all metal, clamping: 50mm (-1mm)	47.84			
	50	piece	Data Folder, made of chipboard, taglia lock	68.64			
	5	piece	MARKER, PERMANENT, bullet type, black	8.98			
	2	piece	Cutter Blade, for heavy duty cutter	14.82			
	5	piece	Cutter Knife, for general purpose	33.43			
	42	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	34.61			
	42	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	34.61			
	200	set	Indicator Tag/Flaglets, Plain 50's/set	120.00			
	50	set	Indicator Tag/Flaglets, Sign Here 50's/set	120.00			
21	pad	NOTE PAD, stick on, 51mm x 51mm (2"x2") min	37.06				

PURPOSE : For PMS-BAC-Sec 2021 1st Quarter Supplies

PR No. 01-20001-PR-2021-03-00204

**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

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

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

Supplier



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."

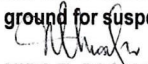
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 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

Lot	Qty.	Unit	Purchaser's Specifications		Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
1	25	box	Staple Wire, Standard #35	30.00			
	5	bundle	Ring Binder, Plastic 25mm, 10 pieces per bundle	980.00			
	2	bottle	Ink, automatic stamping machine	28.00			
	1	bottle	Ink, Stamp Pad with applicator, 50 ml violet	27.04			
	5	pack	OHP Pen, assorted colors 6pcs/pack	1,500.00			
<b>Approved Budget for the Contract (ABC): PhP 170,108.23</b>							
2	2	cartridge	Drum Cart, Brother, DR-3455	6,947.20			
	2	cartridge	Toner Cart, Brother TN2280	3,030.30			
<b>Approved Budget for the Contract (ABC): PhP 19,955.00</b>							
****nothing follows****							

PURPOSE: For PMS-BAC-Sec 2021 1st Quarter Supplies  
 PR No. 01-20001-PR-2021-03-00204

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

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