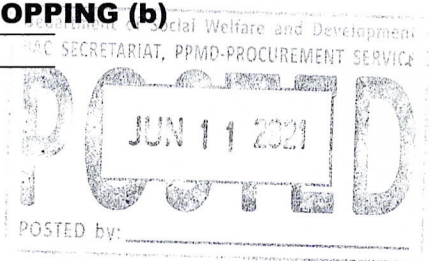


Jerome

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

REQUEST FOR QUOTATION

RFQ No. **21-0459 SHOPPING (b)**
Date: **May 27, 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 **4:00 pm JUNE 15, 2021 (TUESDAY)**. 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 *in*

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 **Ten (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."**

SHIRLEY L. DE GUZMAN
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."

RFQ No. **21-0459 Shopping B**
Date : **May 27, 2021**

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

Lot No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	✓ 1	bottle	Stamp Pad Ink, purple or violet, 50ml (min.)	35.00			
	✓ 20	pad	Note pad, stick on, 50mm x 76 mm (2"x3") min	37.06			
	✓ 200	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm	200.00			
	✓ 10	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm	230.00			
	✓ 25	book	Record Book, 500 pages, size: 214mm x 278mm min	101.92			
	✓ 10	pack	Battery, dry cell, AA, 2 pieces per blister pack	90.00			
	✓ 10	pack	Battery, dry cell, AAA, 2 pieces per blister pack	100.00			
	✓ 7	roll	Tape, Masking, width: 24mm (± 1mm)	54.60			
	✓ 7	roll	Tape, Packaging, width: 48mm (± 1mm)	22.36			
	✓ 10	box	Clip, Backfold, all metal, clamping:32mm (-1mm)	20.80			
	✓ 40	piece	Data File Box, made of chipboard, with closed ends, red	77.20			
	✓ 100	piece	Data Folder, made of chipboard, taglia lock, maroon	68.64			
	✓ 10	box	Fastener, metal, 70mm between prongs	83.41			
	✓ 12	piece	Marker, permanent, bullet type, black	8.98			
	✓ 12	piece	Marker, permanent, bullet type, blue	8.98			
	✓ 1	box	Pencil, lead with eraser, wood cased, hardness: HB 12pcs/box	50.00			
	✓ 56	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	34.61			
	✓ 30	pad	Note pad, stick on, 51mm x 51 mm (2"x2") min	37.06			
	✓ 16	box	Staple Wire, standard #35	30.00			
	✓ 10	piece	Presentation Folder A4 size	50.00			
			Approved Budget for Contract: Php 63,352.50				

PURPOSE : **Supplies of PMS-Office of the Director for 1st Semester 2021.**

PR No. **01-20001-PR-2021-04-00078**

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.


SHIRLEY E. DE GUZMAN
Procurement Officer

Page 1 of 2 page

(Signature over printed name)

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

