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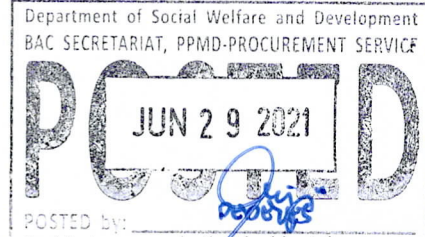
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0578 SHOPPING (b)**

Date: **June 25, 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 **02:00 P.M. of 2 JULY 2021**. 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 **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 : \_\_\_\_\_  
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 and register for free."**

**SHIRLEY L. DE GUZMAN**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
**Supplier**

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. **21-0578 Shopping B**  
Date : **June 25, 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	50	roll	Tape, masking 48mm	106.60			
	50	roll	Tape, masking 24mm	54.60			
	100	piece	Correction tape, film base 6m	14.02			
	150	pad	Notepad stick on 3" x 4" min, 100sheets/pad	59.28			
	150	pad	Notepad stick on 3" x 3" min, 100sheets/pad	54.08			
	60	pack	Battery, dry cell AA 2pcs/pack	90.00			
	60	pack	Battery, dry cell AAA 2pcs/pack	100.00			
	30	set	Marker flourescent, 3 assorted colors per set	60.00			
	50	box	Paper clip 48mm min, 100pcs/box	17.14			
	50	box	Paper clip 32mm min, 100pcs/box	15.00			
	50	box	Index tab, 5 sets/box	56.68			
	50	piece	Data folder, made of chipboard, taglia lock	100.00			
	50	piece	Data file box, made of chipboard, w/ closed ends	100.00			
	500	ream	Multicopy paper, A4 80 gsm	200.00			
	50	box	Staple wire standard, 5000 wires/box	40.00			
	500	piece	Ballpen, fine point black 0.5mm	20.00			
	500	piece	Ballpen, fine point blue 0.5mm	20.00			
	10	pack	Folder, tagboard, for A4 size documents, 100pcs/pack	279.00			
	10	bottle	Stamp pad ink, purple or violet, 50ml (min)	31.52			

PURPOSE : **For the use of Pantawidamilya NPMO 2nd Quarter 2021 Supplies**

PR No. **01-20001-PR-2021-05-00011**

**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 L. DE GUZMAN**

Procurement Officer

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(Signature over printed name)

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

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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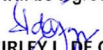
Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
1	3	roll	Acetate, thickness: 0.075mm min (gauge#3)	847.82			
	15	book	Record book, 500 pages (size: 214mm x 278mm min)	101.92			
	40	roll	Tape, transparent, width: 24mm (1")	10.09			
	40	roll	Tape, transparent, width: 48mm (2")	19.97			
	5	bundle	Rags, all cotton, 32pcs/kilogram min	100.00			
	50	pack	Trashbag, GPP specs, black, 940mm x 1016mm, 10pcs/roll/pack	134.68			
	30	box	Clip, backfold, all metal clamping 25mm (-1mm) 12 pcs/box	15.27			
	30	box	Clip, backfold, all metal clamping 32mm (-1mm) 12 pcs/box	20.80			
	30	box	Clip, backfold, all metal clamping 50mm (-1mm) 12 pcs/box	47.84			
	30	box	Clip, backfold, all metal clamping 19mm (-1mm) 12 pcs/box	9.05			
	30	box	Fastener, metal, 70mm between prongs, 50 sets/box	83.41			
	30	piece	File organizer, expanding, plastic 12 pockets	86.04			
	5	piece	Stamp pad, felt, bed dimension: 60mm x 100mm	34.95			
	150	pad	Notepad, stick on 2"x3" min, 100 sheets/pad	37.06			
	50	pad	Notepad, stick on 2"x2" min, 100 sheets/pad	250.00			
	150	can	Disinfectant Spray, aerosol type, 400-550 grams	128.96			
	5	piece	Sign Pen, Violet 0.5mm needle tip	35.00			
30	roll	Tape Packaging, width: 48mm (±1 mm)	22.36				
<b>Approved Budget for the Contract: PhP 238,016.71</b>							

PURPOSE : **For the use of Pantawid Pamilya NPMO 2nd Quarter 2021 Supplies**

PR No. **01-20001-PR-2021-05-00011**

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**SHIRLEY L. DE GUZMAN**  
Procurement Officer

Page 2 of 3 page

(Signature over printed name)

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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
2	40	cartridge	Ink, HP950XL black	2,000.00			
	30	cartridge	Ink, HP951XL cyan	1,700.00			
	30	cartridge	Ink, HP951XL magenta	1,700.00			
	30	cartridge	Ink, HP951XL yellow	1,700.00			
	10	cartridge	Ink, HP98 (C9364W)	1,400.00			
	10	cartridge	Ink, HP95 (C8766W) tri-color	2,300.00			
			<b>Approved Budget for the Contract: Php 270,000.00</b>				
3	10	cartridge	Toner, cart canon331 black	4,500.00			
	10	cartridge	Toner, cart canon331 cyan	4,500.00			
	10	cartridge	Toner, cart canon331 magenta	4,500.00			
	10	cartridge	Toner, cart canon331 yellow	4,500.00			
			<b>Approved Budget for the Contract: Php 180,000.00</b>				
4	5	cartridge	Toner, Brother (TN-2260) for fax	6,000.00			
			<b>Approved Budget for the Contract: Php 30,000.00</b>				
5	3	cartridge	T950 (Black), compatible to EPSON WORK FORCE WF-C5790	5,800.00			
			<b>Approved Budget for the Contract: Php 17,400.00</b>				
6	3	cartridge	T5018U (black), compatible to e-STUDIO3518a Digital Multifunction System	8,700.00			
			<b>Approved Budget for the Contract: Php 26,100.00</b>				

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