

Dandan

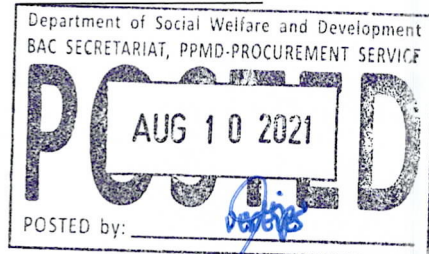
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0813 SHOPPING (B)**

Date: **August 06, 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 5:00 PM of August 13, 2021 (Friday)**. Quotation 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."**

JAHNINE G. JAGSAOAY

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. **21-0813 SHOPPING (B)**
Date : **August 06, 2021**

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

Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Unit/ Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	400	ream	PAPER, MULTICOPY, (A4 size), 80gsm, 210mm x 297mm	275.00			
2	20	box	PAPER CLIP, vinyl/plastic coated, length: 32mm min	35.00			
3	2	bundle	FOLDER, TAGBOARD, for A4 size documents	600.00			
4	2	bundle	FOLDER, TAGBOARD, for legal size documents	650.00			
5	15	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	45.00			
6	30	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	60.00			
7	30	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	65.00			
8	8	piece	FOLDER, vinyl,e expanding, legal size	175.00			
9	80	bottle	ALCOHOL, 70%, ethyl, 500ml	120.00			
10	15	box	CLIP, BACKFOLD, 50mm 12s/box	85.00			
11	15	box	CLIP, BACKFOLD, 32mm 12s/box	40.00			
12	15	box	CLIP, BACKFOLD, 25mm 12s/box	30.00			
13	15	box	CLIP, BACKFOLD, 19mm 12s/box	25.00			
14	10	pack	BATTERY, size AAA, alkaline, 2pcs per blister pack	88.00			
15	5	pack	BATTERY, size AA, alkaline, 2pcs per blister pack	105.00			
16	5	roll	MASKING, TAPE, 1" (24mm) width	60.00			
17	5	roll	MASKING, TAPE, 2" (48mm) width	85.00			
18	20	roll	TAPE, PACKAGING, 48mm, 50 meters length	100.00			
19	5	kilo	RAGS, cotton, 20 pcs per kilo	95.00			
20	5	piece	MARKER, whiteboard, black, felt tip, bullet type	30.00			
21	25	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	730.00			
			****nothing follows****				
Approved Budget for the Contract: PHP 154,330.00							

PURPOSE: **Supply and Delivery of 2nd Quarter Office Supplies for Program Management Bureau (PMB) item nos. 1, 3-22**

PR No. **01-20001-PR-2021-06-00062**

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.


JAHNINE G. AGSAOAY
Procurement Officer

Page 1 of 1 page

(Signature over printed name)

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

Supplier