

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

REQUEST FOR QUOTATION

RFQ No. 19-0552 Shopping (B)

Date: March 25, 2019

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 payment, you will be required to submit your **Mayor's/Business Permit, within 24 hours from receipt of notice**. The updated **Certification 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 Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through number **951-7116** or email to **quotations@dswd.gov.ph** not later than **5:00 P.M of 17 April 2019**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.



Very truly yours,

(Original Signed)
KARINA ANTONETTE A. AGUDO
Supervising Administrative Officer and OIC,
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 **Seven (7) working days upon receipt of Purchase Order**
- Place of Delivery: DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City
- Terms of Payment: within 15-30 days upon complete submission 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."
- NOTE:** To facilitate the immediate implementation of the procurement of this project, the DSWD shall proceed with the procurement activities short of award, pursuant to Section 7.6 of the 2016 Revised IRR of R.A. 9184.

(Original Signed)
RENEL JOANNE G. GAMBITO
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **19-0552** Shopping (B)
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Contact No. : _____
Philgeps Reg. No : _____

TIN No. :

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please indicate the detailed specifications of the product/services being offered in the space provided below)</small>	Unit Cost	Total Cost
1	2	roll	Adhesive Tape, Cloth Book, 1" width			
	2	roll	Adhesive Tape, Cloth Book, 1-1/2" width			
	2	roll	Adhesive Tape, Double Edge, 1" width, without cushion			
	75	piece	Ballpoint Pen, Fine Point, Blue			
			Approved Budget for the Contract: PhP1,710.00			
2	150	piece	Ballpoint Pen, Fine Point, Black			
	100	piece	Ballpoint Pen, Fine Point, Blue			
	2	box	Laminating Film, A4			
	20	set	Indicator Tag, with "Sign Here" text			
	6	piece	Wooden Certificate Frame, A4 size			
			Approved Budget for the Contract: PhP6,780.00			
3	10	piece	Box, File Storage, 39cm x 31cm x 27cm			
	2	ream	Paper Multicopy, 80gsm, size: A3			
	20	pad	Note Pad, 2" x 2", 100 sheets/pad			
	20	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	24	piece	Sign Pen, Hightech Pen, Rollerball Pen, 1.0mm, Blue, 12's/box			
	24	piece	Sign Pen, Hightech Pen, 0.7mm, Black/Blue			
	2	pack	Sticker Paper, Matte, A4 size, 20 sheets/pack			
	2	roll	Tape, Cloth Book, 1-1/2", 6 meters length			
	2	roll	Tape, Cloth Book, 2", 6 meters length			
			Approved Budget for the Contract: PhP12,290.00			
4	3	roll	Trashbag, Plastic, Transparent			
	2	piece	Extension Cord, 6 outlet, 10 meters			
	1	piece	Stapler, Long Reach, Heavy Duty			
			Approved Budget for the Contract: PhP3,419.64			
			Page 1 of 3			

PURPOSE : For the use of AD, PSB, OASPPG (SB-UCT), STB, IAS, SWIDB, DRMB and OUSGASSG

PR No. 2018103641, 2018103895, 2018103536, 2018103626, 2018103556, 2018103860, 2018103454, 2018103707, 2018103773, 2018103559

IMPORTANT: The winning bidder MUST pick-up duplicate copy and 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/blacklisting in DSWD's future biddings.

(Original Signed)

RENEL JOANNE G. GAMBITO

Procurement Officer

Tel no. 951-7116 / Fax No. 931-6139

Signature over printed name
Supplier

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				(Please indicate the detailed specifications of the product/services being offered in the space provided below)		
5	700	piece	ID Lace Jacket, 4" x 3" size			
	700	piece	Ballpoint Pen, 0.5mm point			
	700	piece	Plastic Envelope with zipper lock, Legal/Long Transparent Colored, Plain			
Approved Budget for the Contract: PhP91,000.00						
6	104	piece	ID Lace Jacket, 4" x 3" size			
	104	piece	Plastic Envelope with Holder, Legal size, Assorted			
Approved Budget for the Contract: PhP6,240.00						
7	30	roll	Adhesive Tape, Double Edge, 1" width, without cushion			
	6	pack	Battery, Dry Cell, 9V, Single Cell			
	40	piece	Ballpoint Pen, Fine Point, Black			
	3	gallon	Fabric Softener, 1 Gallon			
	30	pad	Note Pad, 2" x 2", 100 sheets/pad			
	5	pad	Note Pad, 4" x 6", 100 sheets/pad, Canary Yellow			
Approved Budget for the Contract: PhP14,992.20						
8	20	piece	Box, With String and Button, Closure, 12" (W) x 10" (H) x 15" (L)			
	15	piece	Box, File Storage, with Lid, Blue, size: 16-3/4" x 13-3/4" x 10-5/8" (please refer to attached picture)			
	40	piece	Data File Box, made with chipboard (5" x 9" x 15-3/4") Colors: Maroon, Green, Blue, Black, 10pcs/color			
	40	piece	Data Folder, with finger ring, 76mm x 230mm x 380mm, Colors: Maroon, Green, Blue, Black, 10pcs/color			
	40	piece	Envelope, Plastic with push lock, Legal size			
	1	box	Envelope, Expanding, Kraft, Legal size, with string, 100s/box			
Approved Budget for the Contract: PhP25,596.00						
Page 2 of 3						

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Procurement Officer

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Signature over printed name
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9	10	pack	Paper, Photo, High Gloss, 4" x 6", 100 packs			
	25	piece	File Storage Box			
	1	box	Envelope, Documentary, for A4 size document, 100 pieces			
	500	piece	Certificate Holder, A4 size, Protection Case			
			Approved Budget for the Contract: PhP37,964.00			
10	5	piece	Adhesive Tape, Cloth Book, 1" width			
	10	piece	Adhesive Tape, Cloth Book, 1-1/2" width			
	10	piece	Adhesive Tape, Cloth Book, 2" width			
	10	piece	Adhesive Tape, Cloth Book, 3" width			
	100	set	Indicator Tag/Flaglets, Plain, Assorted Color, 50s/set			
	100	set	Indicator Tag/Flaglets, with "Sign Here", Assorted Color, 50s/set			
			Approved Budget for the Contract: PhP14,000.00			
11	25	piece	Cannister, Black, Tubular			
			Approved Budget for the Contract: PhP50,625.00			
12	16	piece	Sign Pen, Hightech Pen, Black, Rollerball Pen, 0.7mm			
	20	piece	Sign Pen, Hightech Pen, Blue, 0.7mm			
	24	piece	Sign Pen, Hightech Pen, Black, 0.5mm			
			Approved Budget for the Contract: PhP3,756.00			
			xxxxxxxx-Nothing Follows-xxxxxxxx			
			Page 3 of 3			

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