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

REQUEST FOR QUOTATION

RFQ No. 20-0378 Shopping (B)
Date: May 1, 2020

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**, **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 **1:00 P.M of May 25, 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

WILLIAM Y. GARCIA JR.
Officer-In-Charge, PMS
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 upon receipt of Purchase Order**
- Place of Delivery: **DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City**
- Terms of Payment: **15-30 days upon complete submission of all 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.**


RODEL D. TORRATO
Procurement Officer

Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **20-0378 Shopping (B)**

Date: May 1, 2020

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

ITEM	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please indicate the detailed specifications of the products/services being offered in the space provided below)</small>	Unit Cost	Total Cost
	15	Piece	Sign Pen, Black, Liquid/gel Ink, 0.5mm needle tip			
	20	Piece	Sign Pen, Blue, Liquid/gel Ink, 0.5mm needle tip			
	5	Piece	Sign Pen, RED, Liquid/gel Ink, 0.5mm needle tip			
	4	roll	Adhesive, Tape Cloth Book, 1-1/2" width			
	4	roll	Adhesive, Tape Cloth Book, 2" width			
	5	roll	Adhesive, Tape Cloth Book, 3" width			
	5	roll	Adhesive Tape, double edge, 1" w/cushion			
	5	roll	Adhesive Tape, double edge, 1" with out cushion, 6 meters length			
	100	Piece	Ballpen, Fine Point, Black			
	100	Piece	Ballpen, Fine Point, Blue			
	500	Piece	ID, Holder, with metal Clip (heavy duty) use for DSWD Client and visitors			
	10	Piece	Clip Board, Folder w/out cover, transparent plastic, size:313mm x 226 mm			

PAGE 1 of 2

PURPOSE : Supply and Delivery of various Office Supplies of AS-GSD Proper, ASU, TMS, and Dormitory 2020
 PR No. 2020-03-00172

IMPORTANT: The winning bidder **MUST** pick-up duplicate copy and **SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. **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.



RODEL D. TORRATO
 Procurement Officer

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

(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-0378 Shopping (B)**

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	100	piece	Clip Board, Folder color BLACK, with cover, size:313mm x 226 mm			
	10	pack	Bristol Board, A4 size:220 gsm, assorted color (yellow,blue,red,green,orange,pink, 100pcs per pack			
	10	pack	Bristol Board, A4 size: 220gsm, WHITE			
	50	piece	Certificate Holder, A4 size color: Blue			
	20	set	Indicator Tag/flaglets plain asstd. Colors 50s/set			
	15	pack	Paper, Photo Glossy, A4 10pcs/pack			
	10	pack	Paper Photo, High Gloss, 4"x6"			
	5	pack	Laminating Film, A4 size: 250 x 2 x 125 micron 216 x 203mm 100pcs per pack			
			Approved Budget for the Contract Php 66,599.40			
			xxxxxxxxxx-Nothing Follows-xxxxxxxxxx			
			Page 2 of 2			

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RODEL D. TORRATO
 Procurement Officer

Tel no. 951-7114 / Fax No. 931-6139

(Signature over printed name)

Supplier