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

**REQUEST FOR QUOTATION**

RFQ No. 20-0379 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](mailto: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 V. GARCIA JR.**  
Officer-In-Charge, PMS  
Procurement Planning & Management Division

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
2. Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations**
3. Good/s shall be delivered within **TEN (10) working days upon receipt of Purchase Order**
4. Place of Delivery: DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City
5. 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.**
6. 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.
7. For goods, please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate Warranty: \_\_\_\_\_
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
11. **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](http://www.philgeps.gov.ph) and register for free."
12. **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. **20-0379 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	Unit Cost	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
	80	piece	Sign Pen, Black, Liquid/gel ink, 0.5mm needle tip	60.00			4,800.00
	80	piece	Sign Pen, Blue, Liquid/gel ink, 0.5mm needle tip	60.00			4,800.00
	5	ream	Paper, Multi-copy, 80 GSM, A3, Size:297mmx420mm	800.00			4,000.00
	50	pack	STICKY NOTE, with sign here note, 5 different colors(100-200pcs per pack)	120.00			6,000.00
	20	box	LAMINATING FILM, size: A4, (100pcs perbox), thickness (125micron)	1,100.00			22,000.00
	3	box	LAMINATING FILM, size: A3, (100pcs perbox), thickness (125micron)	2,200.00			6,600.00
	3	pack	PHOTO PAPER, Size:A4 (20 sheets per pack) 230 gsm, High Glossy	450.00			1,350.00
	5	pack	GLOSSY PHOTO STICKER PAPER, Size:A4 ( 20 sheets per pack) 90gsm	250.00			1,250.00
	5	box	PAPER FASTENER, plastic with 70mm prongs, 25mm capacity	120.00			600.00
	20	roll	Tape, Cloth Book, 3", 6 meters length	300.00			6,000.00
	100	roll	Tape,double-edged, 1" with cushion, 6 meters length, can hold up to 12-20 lbs weight	350.00			35,000.00
	30	roll	Duct Tape, 2", 25 meters length	800.00			24,000.00
	80	piece	Data folder, made of chipboard taglia lock (GREEN)	250.00			20,000.00
			<b>Approved Budget for the Contract Php 136,400.00</b>				136,400.00
			xxxxx-Nothing Follows-xxxxx				

PURPOSE : Supply and Delivery of various Office Supplies of AS-BGMD for 1st Quarter  
 PR No. 2020-03-00156

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.

  
**RODELL D. TORRATO**  
 Procurement Officer  
 Tel no. 951-71116 / Fax No. 931-6139

\_\_\_\_\_  
 (Signature over printed name)  
**Supplier**