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

REQUEST FOR QUOTATION

RFQ No. **20-1283 Shopping (b)**
Date: **December 15, 2020**

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

RUSH

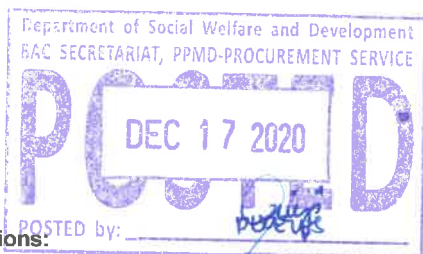
Sir/Madam:

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 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-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers 8951-7116 or email to quotations@dswd.gov.ph not later than **1:00 P.M. of December 21, 2020 (Monday)**. 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 **7 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 : _____
Bank Name : _____ 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."**

RODEL D. TORRATO
Procurement Officer

(Signature over Printed Name)
Supplier

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."

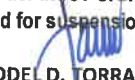
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| Item | Qty. | Unit | Purchaser's Specifications | Unit Cost | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|--|------|-------|--|-----------|--|-----------|------------|
| 1 | 15 | Pad | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min | 37.56 | | | |
| 2 | 10 | Pad | NOTE PAD, stick on, 76mm x100mm (3" x 4") min | 59.28 | | | |
| 3 | 15 | Pad | NOTE PAD, stick on, 76mm x76mm (3" x 3") min | 47.73 | | | |
| 4 | 50 | ream | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | 250.00 | | | |
| 5 | 3 | Book | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | 101.92 | | | |
| 6 | 2 | Pack | BATTERY, dry cell, AA, 2 pieces per blister pack | 60.00 | | | |
| 7 | 2 | pack | BATTERY, dry cell, AAA, 2 pieces per blister pack | 50.00 | | | |
| 8 | 35 | Piece | DATA FILE BOX, made of chipboard, with closed ends | 77.20 | | | |
| 9 | 30 | Piece | DATA FOLDER, made of chipboard, taglia lock | 68.64 | | | |
| 10 | 9 | Piece | MARKER, PERMANENT, bullet type, blue | 9.65 | | | |
| 11 | 15 | Piece | Marker, PERMANENT, broad type, black | 50.00 | | | |
| 12 | 30 | Box | Roller ball Pen/Sign Pen Tip 1.00mm Blue, 20pcs/box | 900.00 | | | |
| 13 | 135 | Piece | White Folder long | 15.00 | | | |
| 14 | 125 | Piece | White Folder Short | 14.00 | | | |
| 15 | 2 | Piece | External Hard Drive 2TB Interface Option: USB 3.0 backward compatibility USB 2.0 Capacity: 2TB Size: 2.5inch Compatibility: Windows MAC OS Features: Plug & Play Connectivity, Includes per loaded easy to use back up software Warranty: 1-yr Hardware Warranty | 7,000.00 | | | |
| 16 | 3 | Pack | STAPLE WIRE, no.10 | 300.00 | | | |
| 17 | 10 | pack | Bristol board white 100pcs/pack, 220 gsm | 960.00 | | | |
| 18 | 100 | Piece | Short Brown Expanding Envelope with String | 30.00 | | | |
| 19 | 6 | Piece | MARKER, PERMANENT, bullet type, black | 9.65 | | | |
| Approved Budget for the Contract (ABC): | | | | | | | |
| PhP 78,828.86 | | | | | | | |
| xxxx-Nothing Follows-xxxx | | | | | | | |

PURPOSE : **Office Supplies for the 4th Quarter of OUS-ISP**
PR No. **01-20001-PR-2020-11-00115**

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.


RODEL D. TORRATO
Procurement Officer
Trunkline: 8931810 to 07 loc. 122 & 124
Fax No. 8951-7116

(Signature over printed name)
Supplier