

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

REQUEST FOR QUOTATION

RFQ No. **21-0316 SHOPPING (b)**

Date: **April 23, 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 \_\_\_\_\_ of April, 2021 (\_\_\_\_\_). 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."**

  
KAREN JOY M. FERRER

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](http://www.philgeps.gov.ph) to register."

RFQ No. **21-0316 SHOPPING (b)**  
Date : **April 23, 2021**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

LOT	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	50	ream	Paper, Multicopy, 80 gsm, size: 210mm x 297mm	250.00			
	2	ream	Paper, Multicopy, 80 gsm, size: 297mm x 420mm (A3)	1,000.00			
	5	pad	Notepad, (2" x 2"), 100 sheets/pad	98.78			
	42	piece	Ballpoint pen, fine point, black/red	12.00			
	58	piece	Sign Pen, black, liquid gel ink, 0.5mm needle tip	34.61			
	20	piece	Sign Pen, liquid/gel ink, 0.5 mm needle tip	34.61			
	10	box	Clip, backfold, all metal, clamping: 19mm (-1mm)	9.05			
	10	box	Clip, backfold, all metal, clamping: 25mm (-1mm)	15.27			
	15	box	Clip, backfold, all metal, clamping: 32mm (-1mm)	22.35			
	15	box	Clip, backfold, all metal, clamping: 50mm (-1mm)	54.60			
	25	piece	Data File Box, made of chipboard, with close ends	100.00			
	50	piece	Data Folder, made of chipboard, taglia lock	100.00			
				<b>Approved Budget for the Contract (ABC): PhP 27,094.93</b>			
2	25	cartridge	Ink Cartridge, HP F6V27AA (HP680) BLACK	600.00			
	25	cartridge	Ink Cartridge, HP F6V26AA (HP680) TRICOLOR	600.00			
			<b>Approved Budget for the Contract (ABC): PhP 30,000.00</b>				

PURPOSE : **Supply and Delivery of Additional Office Supplies of Administrative Office - Office of the Director**

PR No. **01-20001-PR-2021-03-00151**

**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.

  
**KAREN JOY M. FERRER**  
Procurement Officer

Page 1 of 2 page

(Signature over printed name)

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

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. **21-0316 SHOPPING (b)**  
Date : **April 23, 2021**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

LOT	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
3	2	unit	External Hard Drive, 1TB, 2.5" SATA HDD, USB 3.0	3,000.00			
			Weight: 181 g - 205 g				
			Rotational Speed: 5400 rpm				
			System Requirements: MS windows 7, 8, and 10, MAC OS 10.7 or later, Linux Kernel 2.6.31 or later				
			Certificates: CE / FCC / BSMI				
			Warranty: 3-year warranty				
			Key Feature: Military-grade Shockproof Protection, with LED light indicator				
			Interface: Super speed USB 3.1 Gen 1 / USB 3.0 compliant				
			Operation: DC 5V (power supplied through USB)				
			Case Material: Durable anti-shock rubber/plastic case				
		Antivirus: Pre-installed Antivirus (optional)					
		Accessories: with USB 3.0 cable and product manual in English					
	3	unit	Flash Drive, 16 GB capacity	167.44			
			<b>Approved Budget for the Contract (ABC): PhP 6,502.32</b>				

PURPOSE : **Supply and Delivery of Additional Office Supplies of Administrative Office - Office of the Director**

PR No. **01-20001-PR-2021-03-00151**

**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.

  
**KAREN JOY M. FERRER**  
Procurement Officer

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