

Shenck

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

REQUEST FOR QUOTATION

RFQ No. **21-0481 SHOPPING (b)**
Date: **June 1, 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 **4:00 pm of 10 JUNE 2021 (THU)**. 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 **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."**

SHIRLEY L. DE GUZMAN
Procurement Officer

(Signature over Printed Name)
Supplier

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Lot No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	10	bottle	Hand Sanitizer, 500 ml	151.43			
	1	roll	Acetate, thickness: 0.075mm min (gauge #3)	847.52			
	50	pad	Note Pad, stick on, 50mm x 76mm (2" x 3") min	37.06			
	200	pad	Note Pad, stick on, 76mm x 100mm (3" x 4") min	59.28			
	100	pad	Note Pad, stick on, 76mm x 76mm (3" x 3") min	47.73			
	300	ream	Paper, multicopy, 80gsm, size: 210mm x 297mm	170.56			
	1	book	Record Bok, 500 pages, size: 214mm x 278mm min	101.92			
	5	pack	Battery, dry cell, AA, 2 pieces per blister pack	36.30			
	5	pack	Battery, dry cell, AAA, 2 pieces per blister pack	19.73			
	10	box	Staple wire, for heavy duty staplers, (23/13)	19.76			
	50	box	Staple wire, standard, (26/6)	21.09			
	5	roll	Tape, Masking, width: 24mm (± 1mm)	54.60			
	5	roll	Tape, Masking, width: 48mm (± 1mm)	106.60			
	5	roll	Tape, Packaging, width: 48mm (± 1mm)	19.97			
	2,500	piece	Surgical Mask, 3-ply	14.04			
			- surgical				
			- disposable				
			- ear loop				
			- 3-ply				
			- wired				
	20	box	Clip, backfold, all metal, clamping: 25mm (-1mm)	15.27			
	50	piece	Correction Tape, film base type, UL 6m min	14.02			

PURPOSE: **For the 2nd quarter supplies of NHTO**

PR No. **01-20001-PR-2021-04-00057**

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.

[Signature]
SHIRLEY F. DELGUZMAN
 Procurement Officer
 Trunkline: 89318101 to 07 Voip 10093 and 10097
 Fax No. 8951-7116

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 (Signature over printed name)

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Lot No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	2	box	Folder, Pressboard, size: 240mm x 370mm (-5mm)	952.64			
	10	set	Marker, fluorescent, 3 assorted colors per set	46.68			
	50	piece	Marker, whiteboard, black, felt tip, bullet type	13.38			
	50	piece	Marker, whiteboard, blue, felt tip, bullet type	13.38			
	20	piece	Marker, whiteboard, red, felt tip, bullet type	13.38			
	20	piece	Marker, permanent, bullet type, black	8.98			
	20	piece	Marker, permanent, bullet type, blue	8.98			
	20	piece	Marker, permanent, bullet type, red	8.98			
	5	pair	Scissors, symmetrical, blade length: 65mm min	40.56			
	2	piece	Tape Dispenser, Table Top, for 24mm width tape	64.20			
	300	piece	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	34.61			
	300	piece	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	34.61			
	50	piece	Sign Pen, red, liquid/gel ink, 0.5mm needle tip	34.61			
100	piece	Sign Here Stickers, min of 100 flags	170.00				
50	piece	Tape Flags/Stickers, no print, assorted colors, min of 100 flags	150.00				
50	piece	Arrow Stickers, No Print, Assorted Colors, min of 100 flags	150.00				
50	piece	Data Folder, made of chipboard, taglia lock (colors of: yellow, pink, green, orange and red - 10 pcs each)	68.64				
					Approved Budget for the Contract: Php 182,150.42		
2	5	cartridge	Ink Cartridge, HP L0S51AA (HP955) Cyan Original	995.75			
	5	cartridge	Ink Cartridge, HP L0S54AA (HP955) Magenta Original	995.75			
	5	cartridge	Ink Cartridge, HP L0S57AA (HP955) Yellow Original	995.75			
	5	cartridge	Ink Cartridge, HP L0S60AA (HP955) Black Original	4,956.60			
						Approved Budget for the Contract: Php 39,719.25	

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SHIRLEY DE GUZMAN

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