

Daniel

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

REQUEST FOR QUOTATION

RFQ No. **21-0487 SHOPPING (B)**

Date: **June 4, 2021**

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

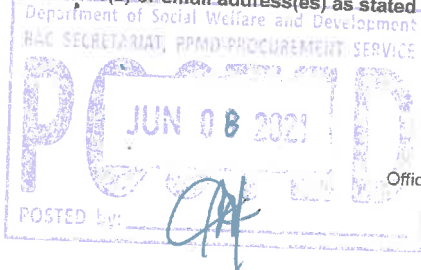
Sir/Madam:

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 **1:00 PM of June 11, 2021 (Friday)**. 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.
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 **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."**

Nida T. Bacaling
NIDA T. BACALING

Procurement Officer

Tel. Nos. 8931-6139/ 8931-8101 to 07 Voip 10093 and 10097
0955-281-4285

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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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Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPs Reg. No. : _____
Company TIN : _____

Lot	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	400	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	250.00			
2	5	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	80.00			
3	10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	90.00			
4	1	bundle	RAGS, all cotton, 32 pieces per kilogram min	80.00			
5	2,300	piece	SURGICAL MASK, 3-ply, disposable, ear loop, wired	14.04			
6	50	box	CLIP BACKFOLD, all metal, clamping: 19mm (-1mm)	9.05			
7	50	box	CLIP BACKFOLD, all metal, clamping: 25mm (-1mm)	15.27			
8	50	box	CLIP BACKFOLD, all metal, clamping: 32mm (-1mm)	20.80			
9	75	box	CORRECTION TAPE, film base type, UL 6m min	47.84			
10	25	piece	FOLDER L-TYPE, PLASTIC, for A4 size documents	14.02			
11	5	pack	Folder, Tagboard, for A4 size documents, 100pcs/pack	171.43			
12	1	pack	CUTTER BLADE, for heavy duty cutter	14.82			
13	2	piece	CUTTER KNIFE, for general purpose	33.43			
14	5	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	34.61			
15	42	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	120.00			
16	42	piece	Indicator Tag/Flaglets, Plain	120.00			
17	200	set	Indicator Tag/Flaglets, Sign Here				
18	50	set					

PURPOSE : For PMS-BAC Secretariat 3rd Quarter Supplies for CY 2021
PR No. 01-20001-PR-2021-05-00117

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.

NIDA T. BACALING
Procurement Officer
Trunkline: 89318101 to 07 Voip 10093 and 10097
Fax No. 8951-7116
Page 1 of 2
(Signature over printed name)
Supplier

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RFQ No. **21-0487 SHOPPING (B)**
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Lot	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	
				(Please fill out the detailed specifications in the space provided)	Unit Cost
19	21	pad	Noteepad, stick on, 51mm x 51mm (2"x2") min	37.06	
20	25	box	Staple Wire, Standard #35	30.00	
21	5	bundle	Ring Binder, Plastic 25mm, 10 pieces per bundle	980.00	
22	2	bottle	ink, automatic stamping machine	28.00	
23	5	pack	OHP Pen, assorted colors	1,500.00	
24	1	bottle	ink, stamp pad with applicator, 50ml, violet	27.04	
25	5	pack	Bristol Board, A4 size, color: orange 100 pcs per pack	980.00	
26			***nothing follows***		
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Approved Budget for the Contract (ABC):
 Php 193,017.98

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Signature of Procurement Officer
 NIDA T. BAÑALING
 Procurement Officer
 Trunkline: 89318101 to 07 Voip 10093 and 10097
 Fax No. 8951-7116

Page 2 of 2
 (Signature over printed name)
 Supplier