

Damila

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

REQUEST FOR QUOTATION

RFQ No. 21-0513 SHOPPING (B)

Date: June 8, 2021

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

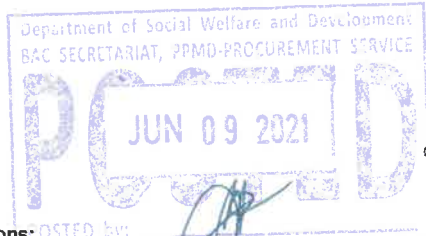
Sir/Madam:

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 14, 2021 (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.
WILLIAM V. GARCIA, JR.

Officer-In-Charge, Procurement Planning & Management Division

Terms and Conditions: POSTED by: _____

- 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 : _____
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."

Nida T. Bacaling
NIDA T. BACALING
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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Lot	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications	
					(Please fill out the detailed specifications in the space provided)	Unit Cost
1	590	ream	Paper, Multicopy, 80gsm size: 216mm x 330mm Legal	250.00		
	409	ream	Paper, Multi-Purpose (COPY) A4, 70 gsm	250.00		
	14	ream	Paper, Multi-Purpose (COPY) Legal, 70 gsm	138.96		
	50	piece	Permanent Pen, black, Chisel tip, 1-5mm	30.00		
	50	piece	Permanent Pen, blue, Chisel tip, 1-5mm	30.00		
	64	bundle	Rags, all cotton, 32 pieces per kilogram min	80.00		
	20	book	Record Book, 500 pages size: 214mm x 278mm min	101.92		
	26	pair	Scissors, symmetrical, blade length: 65mm min	40.56		
	400	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	34.61		
	400	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	34.61		
	13	piece	Stamp pad, felt, bed dimension: 60mm x 100mm min	34.95		
	11	piece	Staple remover, plier-type	24.90		
	24	piece	Staple Remover, stainless plier-type	35.00		
	205	box	Staple wire, standard, (26/6)	21.09		
	2	27	piece	Stapler, standard type, load cap: 200 staples min	176.80	
5		piece	Tape Dispenser, table top, for 24mm width tape	64.20		
150		cartridge	Ribbon Cart, Epson C13S015531 (S015086), Black	736.32		
			Approved Budget for the Contract (ABC): Php 301,582.70			
			Approved Budget for the Contract (ABC): Php 110,448.00			

PURPOSE : For HRMDS 2020 4th Quarter Supplies of CY 2020
 PR No. 01-20001-PR-2021-03-00149

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

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Procurement Officer

(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Supplier

Fax No. 8951-7116