

Chalson

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

REQUEST FOR QUOTATION

RFQ No. **21-0527 SHOPPING (B)**  
 Date: **June 10, 2021**

Department of Social Welfare and Development  
 BAC SECRETARIAT, PPMD-PROCUREMENT SERVICE

**POSTED**  
 JUN 15 2021

POSTED by: *Chalson*

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 18, 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.**

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**

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

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Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications		Total Cost
					(Please fill out the detailed specifications in the space provided)		
1	30	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	37.06			
2	30	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	59.28			
3	30	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	47.73			
4	40	ream	PAPER, MULTICOPIY, 80gsm, size: 216mm x 330mm	250.00			
5	3	book	RECORD BOOK, 500 pages size: 214mm x 278mm min	101.92			
6	50	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	90.00			
7	50	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	100.00			
8	1	box	Staple Wire, for heavy duty staplers, (23/13)	19.76			
9	15	box	Staple Wire, standard, (26/6)	22.41			
10	80	roll	TAPE MASKING, width: 24mm (+/-1mm)	54.60			
11	60	roll	TAPE MASKING, width: 48mm (+/-1mm)	106.60			
12	40	roll	Tape, Packaging, Width: 48mm (+/-mm)	110.00			
13	5	can	Cleanser, Scouring Powder, 350g mini/can	23.92			
14	5	bar	Detergent bar, 140 grams as packed	8.30			
15	5	pack	Detergent powder, all purpose, 1 kg	54.08			
16	100	bundle	RAGS, all cotton, 32 pieces per kilogram (minimum)	80.00			
17	30	box	CLIP BACKFOLD, all metal, clamping: 19mm (-1mm)	8.76			
18	60	piece	Data File Box, made of chipboard, with closed ends	100.00			

PURPOSE: Various Office Supplies of AS-BGMID Office for 1st Quarter, CY 2021

PR No. 01-20001-PR-2021-05-00075

**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.

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					(Please fill out the detailed specifications in the space provided)			
19	100	piece	Data Folder, made of chipboard, taglia lock (green)	100.00				
20	10	piece	File Organizer, expanding, plastic, 12 pockets	86.04				
21	2	bundle	FOLDER, FANCY, for legal size documents 50 pcs / bundle	311.88				
22	3	box	Folder, Pressboard, size: 240mm x 370mm (-5mm)	952.64				
23	2	pack	Folder, Tagboard, for legal size documents, 100pcs/pack	321.36				
24	20	set	Marker, Fluorescent, 3 assorted color per set	60.00				
25	20	piece	MARKER, Whiteboard, black, felt tip, bullet type	15.00				
26	20	piece	MARKER, Whiteboard, blue, felt tip, bullet type	15.00				
27	10	piece	MARKER, Whiteboard, red, felt tip, bullet type	15.00				
28	40	piece	MARKER, PERMANENT, bullet type, black	12.00				
29	40	piece	MARKER, PERMANENT, bullet type, blue	12.00				
30	20	piece	MARKER, PERMANENT, bullet type, red	12.00				
31	100	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	50.00				
32	1	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	34.95				
33	150	piece	Cutter blade, for heavy duty cutter	16.30				
34	50	piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	34.61				

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

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

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35	50	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	34.61			
36	20	piece	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	34.61			
37	40	pack	BATTERY, alkaline, AA, 4 pieces per blister pack	160.00			
38	40	pack	BATTERY, alkaline, AAA, 4 pieces per blister pack	200.00			
39	2	pack	BATTERY, alkaline, 9 Volts, 1 piece per blister pack	180.00			
40	50	box	Laminating Film, size: A4 (100pcs. Per box), thickness (2x125micron)	1,200.00			
41	5	box	Laminating Film, size: A3 (100pcs. Per box), thickness (125micron)	2,200.00			
42	3	pack	Photo Paper, size: A4 (20 sheets per pack) 230GSM, High Glossy	250.00			
43	5	pack	Glossy Photo Sticker Paper, size: A4 (20 sheets per pack) 90GSM	250.00			
44	5	box	Paper Fastener, plastic with 70mm prongs, 25mm capacity	100.00			
45	150	piece	Ballpoint Pen, Fine Point, 40pcs black / 100pcs blue / 10pcs red	10.00			
46	40	roll	Tape, cloth book, 1", 6meters length	350.00			
47	80	roll	Tape, Double-Edged, 1" with cushion, 6 meters length	350.00			
48	30	roll	Duct Tape, 2", 25 meters length	800.00			
			<b>Approved Budget for the Contract (ABC):</b> PhP 239,870.02				

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*[Signature]*

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