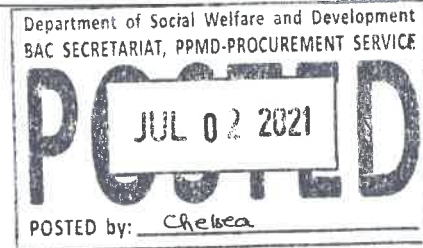


Chelsea

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

REQUEST FOR QUOTATION

RFQ No. **21-0584 SHOPPING (b)**
Date: **June 28, 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 P.M. of July 7, 2021 (WEDNESDAY). 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

RFQ No. **21-0584 SHOPPING (b)**
Date : **June 28, 2021**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."Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No. : _____
Company TIN : _____

LOT No.	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	10	bottle	Stamp Pad Ink, Purple	50.00			
	2	pack	Index Card 5x8 ruled both side, 500 pcs/pack	160.00			
	200	piece	Box File Storage Box 12"x10"x15" Heavy Duty	160.00			
	35	piece	Ball Point Pen, Fine Point, Black	10.00			
	35	piece	Ball Point Pen, Fine Point, Blue	10.00			
	21	piece	Ball Point Pen, Fine Point, Red	10.00			
	30	pad	Note Pad Stick On, 50mm X 76mm (2"X3") min	50.00			
	15	pad	Flaglets (Sign Here)	100.00			
	20	book	Record Book 500 pages, 214mm X 278 mm min	110.00			
	30	box	Staple Wire, Standard 26/6	25.00			
	10	roll	Tape Masking 24mm (±1mm)	60.00			
	10	roll	Tape Masking 48mm (±1mm)	110.00			
	20	roll	Tape Transparent 24mm (±1mm)	25.00			
	20	bundle	Rags, All cotton, 32 pcs/kilogram	60.00			
	35	box	Clip backfold all metal clamping 19mm	10.00			
	20	box	Data File Box, made of chipboard with closed end	80.00			
	25	box	Fastener Metal 70mm between prongs	100.00			
	15	piece	Marker Whiteboard, Black, Felt Tip, Bullet type	25.00			
	15	piece	Marker Whiteboard, Blue, Felt Tip, Bullet type	25.00			
	35	piece	Marker Whiteboard, Red, Felt Tip, Bullet type	25.00			

PURPOSE : Supply and Delivery of HRMDS-PAD 1st Quarter Supplies

PR No. 01-20001-PR-2021-03-00083

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 MA 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

RFQ No. **21-0584 SHOPPING (b)**
 Date : **June 28, 2021**

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."

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

LOT No.	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	15	piece	Marker, Permanent, Blue	10.00			
	15	piece	Marker, Permanent, Black	10.00			
	35	box	Pencil Lead with Eraser	25.00			
	20	piece	Sign Pen, Black, liquid/gel ink 0.5 mm needle tip	40.00			
	15	piece	Staple Wire Remover, Metal, Heavy Duty	60.00			
	20	piece	Scissor 6 inches heavy duty	45.00			
	10	piece	Cutter heavy duty	35.00			
	30	piece	Battery Size AA (dry cell), 2 pieces per blister pack	80.00			
	20	piece	Calculator, 12 digits, 2-way power source	600.00			
	20	ream	Paper, Multi-copy 80gsm 210mm X 297mm min Approved Budget for the Contract (ABC): PHP 71,680.00	200.00			
2	50	cartridge	Ribbon Cart, Epson C13SO15531(SO15086) BLACK	1,200.00			
	30	cartridge	Ribbon Cart, Epson (SO15634) BLACK for LQ310 Approved Budget for the Contract (ABC): PHP 66,000.00	200.00			

PURPOSE : Supply and Delivery of HRMDS-PAD 1st Quarter Supplies

PR No. 01-20001-PR-2021-03-00083

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)