

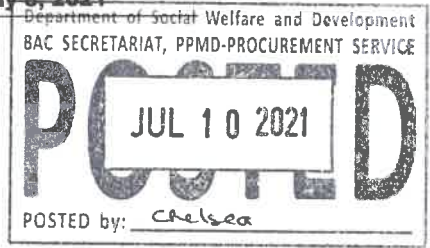
Chelsea

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

REQUEST FOR QUOTATION

RFQ No. **21-0604 SHOPPING (b)**
Date: **July 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: **4:00 P.M. of July 14, 2021, WEDNESDAY**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

[Signature]
WILLIAM V. GARCIA, JR.

Officer-In-Charge, Procurement Planning & Management Division

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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."**

[Signature]
SHIRLEY L. DE GUZMAN
Procurement Officer

(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."

RFQ No. **21-0604 Shopping B**
 Date: **July 8, 2021**

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

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost per	Bidder's Specifications	Unit Cost	Total Cost
				Item	(Please fill out the detailed specifications in the space provided)		
1	30	pack	Battery, dry cell, AAA, 2 pcs per blister pack	30.00			
2	10	box	Staple wire, for heavy duty staplers, (23/13)	20.68			
3	10	bottle	Staple wire, standard, (26/6)	30.00			
4	5	roll	Tape, masking, width: 24mm (+ 1mm)	60.00			
5	10	roll	Tape, masking, width: 48mm (+ 1mm)	115.00			
6	10	roll	Tape, packaging, width: 48mm (+ 1mm)	182.00			
7	20	roll	Tape, transparent, width: 48mm (+ 1mm)	30.00			
8	50	bundle	Rags, all cotton, 32 pcs per kilogram min	80.00			
9	100	piece	Balpen, BALL POINT 0.5 Black	25.68			
10	100	piece	Balpen, BALL POINT 0.5 Blue	25.68			
11	60	box	Clip, backfold, all metal, clamping: 19mm (- 1mm)	10.00			
12	30	box	Clip, backfold, all metal, clamping: 25mm (- 1mm)	20.00			
13	30	box	Clip, backfold, all metal, clamping: 32mm (- 1mm)	25.00			
14	10	box	Clip, backfold, all metal, clamping: 50mm (- 1mm)	54.60			
15	50	piece	Correction Tape, film base type, UL 6m min	17.56			
16	100	piece	Data File Folder, 2 hole portrait	90.00			
17	10	bottle	Fastener, Metal, 70mm between prongs	100.00			
18	10	bundle	Folder, Fancy, for legal size documents	291.20			
19	10	box	Folder, pressboard, size: 240mm x 370mm (-5mm)	970.00			
20	5	pack	Folder, tagboard, for legal size documents	340.00			

PURPOSE: **Supply and Delivery of Various Office Supplies for SB**

PR No. **01-20001-PR-2021-03-00103**

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.

Shirley D. Guzman
 SHIRLEY D. GUZMAN
 Procurement Officer

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 (Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097
 Fax No. 8951-7116

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."

RFQ No. **21-0604 Shopping B**
Date: **July 8, 2021**


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

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost per	Bidder's Specifications	Unit Cost	Total Cost
				Item	(Please fill out the detailed specifications in the space provided)		
21	20	pad	Noteпад, stick on, 50mm x 76mm (2" x 3") min	45.00			
22	20	pad	Noteпад, stick on, 76mm x 100mm (3" x 4") min	70.00			
23	10	pad	Noteпад, stick on, 76mm x 76mm (3" x 3") min	65.00			
24	150	ream	Paper, multicopy, 80gsm, size: 210mm x 297mm	200.00			
25	5	ream	Paper, multicopy, 80gsm, size: 216mm x 330mm	250.00			
26	30	ream	Paper, multi-purpose A4, 70 gsm	180.00			
27	2	ream	Paper, multi-purpose Legal, 70 gsm	220.00			
28	10	book	Record book, 500 pages, size: 214mm x 278mm min	120.00			
29	30	pack	Battery, dry cell, AA, 2 pcs per blister pack	50.00			
30	5	set	Marker, Fluorescent, 3 assorted colors per set	50.00			
31	20	box	Paper clip, vinyl/plastic coat, length: 32mm min	12.00			
32	50	box	Paper clip, vinyl/plastic coat, length: 48mm min	20.00			
33	5	box	Pencil, lead, w/ eraser, wood cased, hardness: HB (12 pcs/box)	25.00			
34	3	ream	Bristol Board A4 white, 100 pcs per pack	980.00			
35	5	pack	Clearbook, 20 transparent pockets for A4 size	39.78			
36	100	pack	Sticky Note Flag with "Sign Here Tag" Plastic Assorted Color 100 pcs	120.00			
Approved Budget for the Contract: PHP 101,492.70							

PURPOSE: **Supply and Delivery of Various Office Supplies for SB**

PR No. **01-20001-PR-2021-03-004103**

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 SHIRLEY DE GUZMAN
 Procurement Officer
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Page 2 of 2 page

(Signature over printed name)