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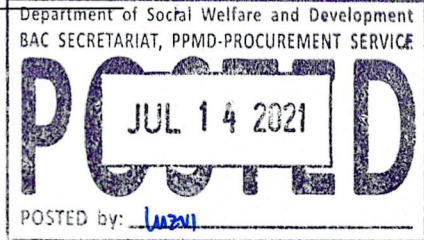
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0637 SHOPPING (b)**

Date: **July 9, 2021**

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



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 01:00 pm of July 19, 2021 (). 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 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

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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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
300	ream		Paper, Multicopy 80gsm, A4 size	225.00			
2	bottle		Stamp Pad Ink, purple, 50ml	31.52			
15	pack		Battery, Dry Cell, AA 2pcs/pack	45.00			
15	pack		Battery, Dry Cell, AAA 2pcs/pack	25.00			
15	roll		Tape, Packaging, 48mm	25.00			
50	piece		Data File Box, made of chipboard, with close ends	95.00			
100	piece		Data Folder, made of chipboard, Taglia Lock Maroon or Red	145.00			
1	box		Fastener, Metal, 70mm between prongs	90.00			
30	set		Marker, Fluorescent, 3 assorted colors per set	46.68			
10	piece		Marker, Permanent, Felt Tip, Bullet Type, Blue	15.00			
12	piece		Marker, Permanent, Felt Tip, Bullet Type, Black	15.00			
15	box		Pencil, Lead w/ eraser, wood case, hardness HB	25.00			
2	piece		Stamp Pad, Felt, Bed dimension 60mm x 100mm min	40.00			
15	box		Staple Wire, Standard #35	30.00			
			Approved Budget for the Contract (ABC): PHP 92,669.84				
2	cartridge		Drum Cart, Brother DR-3455	6,947.00			
10	cartridge		Toner Cart, Brother TN-3478	6,370.00			
			Approved Budget for the Contract (ABC): PHP 77,594.00				
3	cartridge		Toner Cart, Samsung MLT-D203E, Black	7,259.20			
			Approved Budget for the Contract (ABC): PHP 29,036.80				

PURPOSE: Supply and Delivery of PMS-CMD Supplies for 1st Semester 2021

PR No. 01-20001-PR-2021-03-00180

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

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(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

