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

REQUEST FOR QUOTATION

RFQ No. **21-0642 SHOPPING (b)**
Date: **July 12, 2021**

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

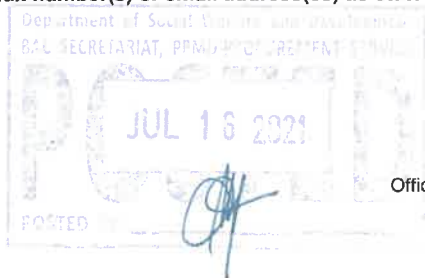
Sir/Madam:

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 22 July 2021 at 1:00 pm. . 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."

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."

REQ No. **21-0642 Shopping B**
Date: **July 12, 2021**

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

| Item 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 | 12 | box | Fastener metal, 70mm between prongs | 95.00 | | | |
| 2 | 6 | piece | File organizer, expanding plastic, 12 pockets | 100.00 | | | |
| 3 | 45 | set | Marker, fluorescent, 3 assorted color per set | 55.00 | | | |
| 4 | 12 | piece | Marker, permanent, bullet type, black | 15.00 | | | |
| 5 | 12 | piece | Marker, permanent, bullet type, blue | 15.00 | | | |
| 6 | 12 | bundle | Folder, Fancy, for legal size documents, color blue, 50 pcs/bundle | 350.00 | | | |
| 7 | 15 | bundle | Folder, Fancy, for A4 size documents, color blue, 50 pcs/bundle | 290.00 | | | |
| 8 | 15 | piece | Clear, front folder, made of durable PP materials, A4, color: blue and black | 95.00 | | | |
| 9 | 75 | piece | Sign Pen (0.7mm) blue | 125.00 | | | |
| 10 | 30 | pack | Photo paper, 129GSM A4, 210 x 297mm | 40.00 | | | |
| 11 | 30 | pack | Sticker paper, 129GSM, A4, 129 x 297 mm | 40.00 | | | |
| 12 | 60 | piece | Two pocket folder, textured paper, pockets, A4, color: blue and black | 55.00 | | | |
| 13 | 90 | piece | Two pocket folder, textured paper, pockets, Legal, color: blue and black | 50.00 | | | |
| 14 | 60 | piece | Expanded folder, hard plastic, colored with fastener, A4 | 110.00 | | | |
| 15 | 60 | piece | Expanded folder, hard plastic, colored with fastener, Legal | 120.00 | | | |

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

PR No. **01-20001-PR-2021-02-00229**

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 DE GUZMAN
Procurement Officer

Page 1 of 3 page

(Signature over printed name)

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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|----------|------|--------|---|--------------------|--|-----------|------------|
| 16 | 2 | gallon | Alcohol, ethyl, 68%-72%, scented, 3.785 liters | 457.60 | | | |
| 17 | 6 | bottle | Stamp pad, ink, purple or violet 50ml (min) | 50.00 | | | |
| 18 | 3 | roll | Acetate, thickness, 0.075mm min (gauge #3) | 900.00 | | | |
| 19 | 90 | pad | Note pad, stick on, 50mm x 76mm (2" x 3") | 45.00 | | | |
| 20 | 90 | pad | Note pad, stick on, 76mm x 100mm (3" x 4") | 65.00 | | | |
| 21 | 90 | pad | Note pad, stick on, 76mm x 76mm (3" x 3") | 55.00 | | | |
| 22 | 225 | ream | Paper, multicopy, 80 gsm, size: 210 x 297mm, A4 | 200.00 | | | |
| 23 | 45 | ream | Paper, multicopy, 80 gsm, size: 216 x 330mm, Legal | 250.00 | | | |
| 24 | 120 | pack | Battery, dry cell AA, 2pcs per blister pack | 100.00 | | | |
| 25 | 12 | roll | Tape masking, width: 24mm (1mm) | 65.00 | | | |
| 26 | 6 | roll | Tape masking, width: 48mm (1mm) | 115.00 | | | |
| 27 | 150 | box | Clip backfold, all metal, clamping 19mm (1mm) | 15.00 | | | |
| 28 | 12 | piece | Clear, front folder, made of durable PP materials, legal color and black | 85.00 | | | |
| 29 | 90 | piece | Clear clip, board folder, materials plastic, 0.90-120mm, legal color: blue and black | 40.00 | | | |
| 30 | 60 | piece | Clear clip, board folder, materials plastic, 0.90-120mm, A4, color: blue and black | 40.00 | | | |
| 31 | 30 | piece | PVC clipboard folder, strong metal dasp, retractable, pocket on inside front cover, A4, black and blue | 160.00 | | | |
| 32 | 30 | piece | PVC clipboard folder, strong metal dasp, retractable, pocket on inside front cover, Legal, black and blue | 160.00 | | | |

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Shirley L. de Guzman
SHIRLEY L. DE GUZMAN
Procurement Officer

Page 2 of 3 page

(Signature over printed name)

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Fax No. 8951-7116

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|---|------|-------|--|--------------------|--|-----------|------------|
| 33 | 30 | piece | Clamp binder folder, double strong clip, single plastic binder with two stainless steel sturdy clip, pocket inside, 235mm x 325mm x 20mm/9.25" x 12.78 x 078, Legal, color: blue and black | 350.00 | | | |
| 34 | 30 | piece | Clamp binder folder, double strong clip, single plastic binder with two stainless steel sturdy clip, pocket inside, 235mm x 325mm x 20mm/9.25" x 12.78 x 078, A4, color: blue and black | 350.00 | | | |
| 35 | 60 | piece | L-shape folder, durable and open side to slot in documents come with legal or foolscap, color: blue and black | 20.00 | | | |
| 36 | 90 | piece | L-shape folder, durable and open side to slot in documents come with A4 or foolscap, color: blue and black | 20.00 | | | |
| 37 | 60 | piece | Ring binder, standard quality, 2 ring mechanism, 25mm o ring, 35mm spine, with label holder, legal, color: blue and black | 100.00 | | | |
| 38 | 60 | piece | Ring binder, standard quality, 2 ring mechanism, 25mm o ring, 35mm spine, with label holder, A4, color: blue and black | 100.00 | | | |
| 39 | 45 | piece | Plastic ring binder, 5/6" x 8 mm, 50 sheets, legal, color: blue | 110.00 | | | |
| 40 | 150 | pack | Battery, dry cell AAA, 2 pcs per blister pack | 50.00 | | | |
| Approved Budget for the Contract: PHP 203,730.20 | | | | | | | |

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