

Chelsea

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

REQUEST FOR QUOTATION

RFQ No. **21-0688 SHOPPING (B)**
 Date: **July 21, 2021**

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

POSTED
 JUL 23 2021

POSTED by: *Chelsea*

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 July 28, 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,

William V. Garcia, Jr.
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
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

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

Lot No.	Qty.	Unit	Purchaser's Specifications	ABC per Unit/Item	Bidder's Specifications		Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)			
1	1,000	ream	PAPER, Multi-Purpose (Copy) A4, 70 gsm	180.00				
2	100	pad	NOTEPAD, stick on, 76mm x 100mm (3"x4") min	70.00				
3	100	box	STAPLE WIRE, standard, (26/6)	150.00				
4	50	roll	TAPE, Transparent, width: 24mm (1mm)	20.00				
5	50	roll	TAPE, Masking, width: 24mm (1mm)	65.00				
6	100	pack	FOLDER, Tagboard, for A4 size documents	295.00				
7	8	piece	FLASH DRIVE, 16 GB Capacity	200.00				
Approved Budget for the Contract (ABC): Php 237,350.00								

PURPOSE : For the use of Pantawid Pamilya 1st Quarter Supplies

PR No. 01-20001-PR-2021-05-00126

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.


 NIDA T. BACALING

Procurement Officer

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

 (Signature over printed name)
 Supplier