

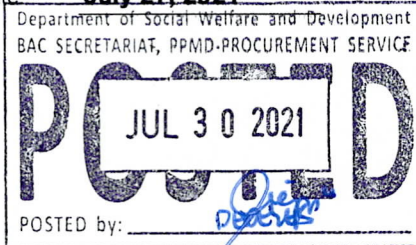
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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0751 SHOPPING (B)**

Date: **July 27, 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 5:00 PM August 03, 2021 (TUESDAY)**. Quotation: 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

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]
JAHNINE G. AGSAOAY
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Company TIN : _____

| Lot No. | Qty. | Unit | Purchaser's Specifications | ABC per Unit/ Item | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---|--------|---------------------------------|--|--------------------|--|-----------|------------|
| 1 | 4 | pad | NOTE PAD, stick on, 76mm x 100mm (3"x4') min | 60.00 | | | |
| | 150 | ream | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm | 225.00 | | | |
| | 150 | ream | PAPER, Multi-purpose (COPY) Legal, 70gsm | 270.00 | | | |
| | 2 | roll | ACETATE, thickness: 0.075mm min (gauge#3) | 1,300.00 | | | |
| | 5 | roll | TAPE, PACKAGING, width: 48mm (+/-1mm) | 60.00 | | | |
| | 3 | bundle | RAGS, all cotton, 32 pcs per kilogram min 178mm (7" approx.) | 60.00 | | | |
| | 20 | box | INDEX TAB, self-adhesive, transparent | 100.00 | | | |
| | 5 | set | MARKER, FLOURESCENT, 3 assorted colors per set | 70.00 | | | |
| | 2 | piece | MARKER, whiteboard, black felt tip, bullet type | 20.00 | | | |
| | 2 | piece | MARKER, whiteboard, blue felt tip, bullet type | 20.00 | | | |
| | 5 | piece | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | 100.00 | | | |
| | 5 | piece | PUNCHER, paper, heavy duty, with two hole guide | 180.00 | | | |
| | 5 | pair | SCISSORS, symmetrical, blade length: 65mm min | 90.00 | | | |
| | 2 | unit | STAPLER, BINDER TYPE, heavy duty, desktop | 1,500.00 | | | |
| | 4 | unit | TAPE, DISPENSER, TABLE TOP, for 24mm width tape | 120.00 | | | |
| | 5 | pack/s | BRISTOL BOARD, A4 size, assorted colors | 400.00 | | | |
| | 20 | set | INDICATOR TAG/FLAGLETS, plain, plastic, assorted colors | 150.00 | | | |
| | 80 | ream | COLORED PAPER, yellow, A4 size, 80gsm | 500.00 | | | |
| 5 | pack/s | PAPER, Photo, high gloss, 4"x6" | 500.00 | | | | |
| Approved Budget for the Contract: PhP 132,830.00 | | | | | | | |

PURPOSE : **Supply and Delivery of 2nd Quarter Supplies of FMS Accounting Division for Regular Programs**

PR No. **2021-07-0042**

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.


JAHNINE G. AGSAOAY
Procurement Officer

Page 1 of 2 page

(Signature over printed name)
Supplier

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. **21-0751 SHOPPING (B)**
Date : **July 27, 2021**

Company Name : _____
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 (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|--|--|-----------|---|--------------------|--|-----------|------------|
| 2 | 100 | bottle | ALCOHOL, ethyl, 68%-70%, scented, 500ml (+/-5ml) | 130.00 | | | |
| | 10 | can | DISINFECTANT SPRAY, aerosol type, 400-550 grams | 385.00 | | | |
| | 50 | piece | FACE SHIELD, direct splash protection, anti-fog, latex free, disposable | 170.00 | | | |
| | 3,900 | piece | SURGICAL MASK, 3-ply, ear loop, disposable, wired | 14.04 | | | |
| Approved Budget for the Contract: PhP 80,106.00 | | | | | | | |
| 3 | 4 | cartridge | HP 932/XL Black OfficeJet Ink Cartridge | 1,800.00 | | | |
| | 1 | cartridge | HP 933/XL Cyan OfficeJet Ink Cartridge | 1,500.00 | | | |
| | 1 | cartridge | HP 933/XL Magenta OfficeJet Ink Cartridge | 1,500.00 | | | |
| | 1 | cartridge | HP 933/XL Yellow OfficeJet Ink Cartridge | 1,500.00 | | | |
| Approved Budget for the Contract: PhP 11,700.00 | | | | | | | |
| 4 | 10 | cartridge | TONER CARTRIDGE, Brother, TN-3250 | 4,000.00 | | | |
| | 2 | set/s | DRUM, Brother, DR-3215 | 8,000.00 | | | |
| Approved Budget for the Contract: PhP 56,000.00 | | | | | | | |
| 5 | 12 | cartridge | TONER CART, SAMSUNG PROXPRESS, M3820ND, Black | 6,000.00 | | | |
| | Approved Budget for the Contract: PhP 72,000.00 | | | | | | |

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JAHNINE B. AGSAOAY
Procurement Officer

(Signature over printed name)
Supplier