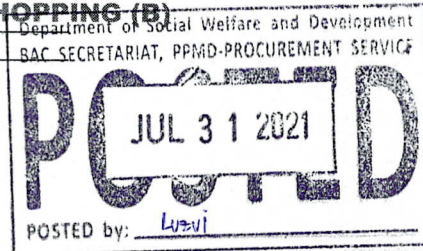


DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0766 SHOPPING (B)**
Date: **July 28, 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 **1:00 PM of August 04, 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.

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

Procurement Officer

Tel. Nos. 8931-6139/ 8931-8101 to 07 Voip 10093 and 10097
0955-281-4285

(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 (PHIGEPS). You may visit the PHIGEPS website at www.phigeps.gov.ph to register."

RFQ No.: **21-0766 SHOPPING (B)**
 Date: **July 28, 2021**

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

Lot	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	54	btl	ALCOHOL, isopropyl, 68%-72% scented, 500ml (+/-5ml)	100.00				
2	36	pads	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	45.00				
3	36	pads	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	70.00				
4	36	pads	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	60.00				
5	300	rms	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	220.00				
6	36	packs	BATTERY, dry cell, AA, 2 pieces per pack	110.00				
7	36	packs	BATTERY, dry cell, AAA, 2 pieces per pack	90.00				
8	36	rolls	TAPE, transparent, 24mm	20.00				
9	5	kgs	RAGS, all cotton, 32pcs/kg	90.00				
10	10	unit	MOUSE, wireless, USB	1,000.00				
11	18	boxes	CLIP BACKFOLD, 19mm	20.00				
12	54	boxes	CLIP BACKFOLD, 50mm	60.00				
13	36	pcs	DATA FILE BOX	100.00				

PURPOSE : Office Supplies of PMS-PPMD for the 2nd Semester 2021

PR No. 2021-07-0121

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. BAYALING
 NIDA T. BAYALING
 Procurement Officer
 Trunkline: 89318101 to 07 Voip 10093 and 10097
 Fax No. 8951-7116

Page 1 of 2 page

(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. **21-0766 SHOPPING (B)**
Date: **July 28, 2021**

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

Lot	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
14	2	packs	FOLDER, TAGBOARD, A4 size	300.00			
15	18	pcs	MARKER, whiteboard, black, bullet type	20.00			
16	18	pcs	MARKER, whiteboard, blue, bullet type	20.00			
17	1	pair	Scissors, symmetrical blade, 65mm	40.56			
18	2	pcs	CALCULATOR, compact, 12 digits	400.00			
19	150	set	INDICATOR TAG / FLAGLETS, plain	140.00			
20	50	set	INDICATOR TAG / FLAGLETS, sign here	140.00			
21	18	pads	NOTE PAD, stick on, 51mm x 51mm (2"x2")	55.00			
22	20	packs	OHP PEN, assorted colors	1,500.00			
			nothing follows				
Approved Budget for the Contract (ABC):							
Php 164,420.56							

PURPOSE: Office Supplies of PMS-PPMD for the 2nd Semester 2021

PR No. 2021-07-0121

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.

[Signature]
NIDA T. BACALING

Procurement Officer

Page 2 of 2 page

(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

Supplier