

Dani's

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

REQUEST FOR QUOTATION

RFQ No. **21-0767 SHOPPING (B)**

Date: **July 29, 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 of August 04, 2021 (Friday)**. 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 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](http://www.philgeps.gov.ph) and register for free."

*Jahnine S. Agsaoay*  
**JAHNINE S. AGSAOAY**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

**RFQ No. 21-0767 SHOPPING (B)**

Date : **July 29, 2021**

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](http://www.philgeps.gov.ph) to register."

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
<b>1</b>	12	gallon	ALCOHOL, ethyl, 68%-72%, scented, 3,785 liters	387.91			
	10	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	385.00			
	400	piece	FACE MASK, SURGICAL ear loop, 3-ply wired	14.04			
	1	bundle	RAGS, all cotton, 32 pieces per kilogram min	60.00			
	1	bottle	STAMP PAD INK, purple or violet, 50 ml	35.00			
	10	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	37.60			
	10	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	59.28			
	10	pad	NOTE PAD, stick on, 76mm x 76mm (3"x3") min	54.80			
	50	ream	PAPER, MULTICOPIY, 80gsm, size: 210mm x 297mm	225.00			
	1	box	STAPLE WIRE for heavy duty staplers (23/13)	35.00			
	1	box	STAPLE WIRE, STANDARD, (26/6)	25.00			
	1	roll	TAPE, MASKING, width: 24mm (+/-1mm)	54.00			
	1	roll	TAPE, MASKING, width: 48mm (+/-1mm)	106.60			
	1	roll	TAPE, PACKAGING, width: 48mm (+/-1mm)	22.36			
	2	box	CLIP, BACKFOLD, all metal, clamping: 25mm (+/-1mm)	30.00			
	2	piece	FILE ORGANIZER, expanding plastic, 12 pockets	200.00			
	10	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	10.00			
3	pair	SCISSORS, symmetrical, blade length: 65mm min	50.00				
3	piece	STAPLE REMOVER, plier-type	30.00				
22	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	30.00				
7	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	30.00				
			Approved Budget for the Contract: <b>Php 28,895.68</b>				
<b>2</b>	5	cartridge	HP 955XL, Black, N9H85A	2,000.00			
	4	cartridge	HP 955XL, Yellow, N9H81A	2,000.00			
	4	cartridge	HP 955XL, Cyan, N0H73A	2,000.00			
	4	cartridge	HP 955XL, Magenta, N9H77A	2,000.00			
			Approved Budget for the Contract: <b>Php 34,000.00</b>				

PURPOSE : **Supply and Delivery of 2nd Quarter Supplies of Legal Service for 2021**

PR No. **01-20001-PR-2021-04-00107**

**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. TAGSAOAY**

Procurement Officer

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

Page 1 of 2 page

(Signature over printed name)  
 Supplier