

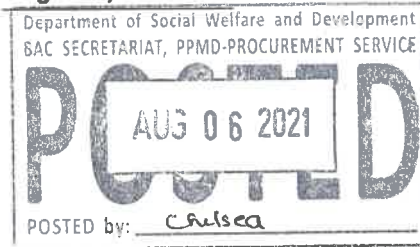
Chelsea

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

REQUEST FOR QUOTATION

RFQ No. **21-0806 Shopping B**
Date: **August 4, 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 4:00 P.M. of August 12, 2021 (THURSDAY). 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 and register for free."

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

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

Lot 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	10	pad	Note pad, stick on, 50mm x 76mm (2"x3") min	45.00			
	10	pad	Note pad, stick on, 76mm x 100mm (3"x4") min	55.00			
	10	pad	Note pad, stick on, 76mm x 76mm (3"x3") min	50.00			
	200	ream	Paper Multicopy, 80gsm, size: 210mm x 297mm	170.56			
	15	pack	Battery, dry cell AA, 2 pcs per blister pack	110.00			
	20	pack	Battery, dry cell AAA, 2 pcs per blister pack	90.00			
	20	bundle	Rags, all cotton, 32 pcs per kg min	80.00			
	10	box	Clip, backfold, all metal, clamping: 25mm (+/-1mm)	20.00			
	80	piece	Correction Tape, film base type, UL 6m min	20.00			
	10	box	Data file box, made of chipboard, with closed ends	100.00			
	50	box	Index tab, self-adhesive, transparent	65.00			
	10	box	Paper clip, vinyl/plastic coat, length: 32mm min	15.00			
	10	tube	Cutter blade, for heavy duty cutter	20.00			
	5	pieces	Sign Pen, liquid/gel ink, 0.5mm needle tip	40.00			
	10	piece	Folder, 3-hole ring binder, A4 size, 2" capacity	160.00			
15	piece	Folder, 3-hole ring binder, A4 size, 3" capacity	250.00				
5	piece	Folder, archfile, A4 1"	200.00				
15	piece	Folder, archfile, A4 2"	255.00				

PURPOSE: For the use of Budget Division for the 2nd quarter of CY 2021

PR No. 01-20001-PR-2021-05-00152

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 L. De Guzman
SHIRLEY L. DE GUZMAN

Procurement Officer

Page 1 of 2 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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 Date : **August 4, 2021**

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

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost per Item	Unit Cost	Total Cost
	2	bundle	Ring binder, plastic, 12.7mm x 1.12mm (1/2" x 44"), 10 pcs/bundle		225.00		
	2	bundle	Ring binder, plastic, 19mm x 1.12mm (3/4" x 44"), 10 pcs/bundle		250.00		
1	2	piece	Ring binder, plastic, 25mm x 1.12mm (1" x 44"), 10 pcs/bundle		270.00		
	10	pack	Bristol Board, A4 Size, orange, 100pcs/pack, 220 gsm		380.00		
	10	pad	Note pad, stick on, 100sheets/pad (2"x2") min		105.00		
	20	ream	Paper Bond, multicopy 80 gsm, size: 250mm x 353 mm		280.00		
			Approved Budget for the Contract: PHP 68,477.00				
2	12	cartridge	Toner Cart, Samsung MLT-D203E, black		7,265.74		
			Approved Budget for the Contract: PHP 87,188.88				
	7	cartridge	Ink Cart, HP N9H85A (HP955 or 955XL) black original		1,800.00		
	7	cartridge	Ink Cart, HP N9H73A (HP955 or 955XL) cyan original		1,800.00		
3	7	cartridge	Ink Cart, HP N9H77A (HP955 or 955XL) magenta original		1,800.00		
	10	cartridge	Ink Cart, HP N9H81A (HP955 or 955XL) yellow original		1,800.00		
			Approved Budget for the Contract: 55,800.00				

PURPOSE : **For the use of Budget Division for the 2nd quarter of CY 2021**

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