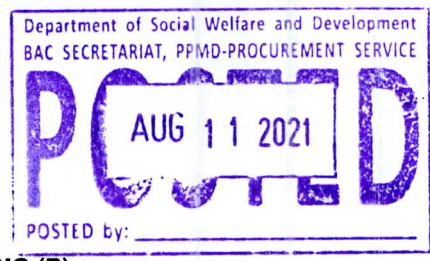


Jenny



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

REQUEST FOR QUOTATION

RFQ No. 21-0821 SHOPPING (B)  
Date: August 09, 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 17, 2021 (Tuesday). 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:

- 1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- 2. Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- 3. Good/s shall be delivered within Ten (10) working days from receipt of Purchase Order (PO).
- 4. Place of Delivery: DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.
- 5. 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.**
- 6. 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.
- 7. For goods, please indicate brand, model and country of origin.
- 8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 9. Please indicate Warranty: \_\_\_\_\_
- 10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 11. **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 C. AGSAOAY  
Procurement Officer

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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. **21-0821 SHOPPING (B)**  
Date : **August 09, 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
1	6	bottle	STAMP PAD INK, purple or violet 50ml (min)	80.00	/		
	100	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	225.00	/		
	50	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	275.00	/		
	20	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	60.00	/		
	10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	40.00	/		
	200	box	CLIP, BACKFOLD, all metal, clamping: 25mm (+/-1mm)	35.00	/		
	150	box	CLIP, BACKFOLD, all metal, clamping: 32mm (+/-1mm)	45.00	/		
	50	set	FILE TAB DIVIDER, bristol board, for A4	35.00	/		
	50	set	FILE TAB DIVIDER, bristol board, for Legal	40.00	/		
	50	piece	MAGAZINE FILE BOX, large size, made of chipboard	70.00	/		
	200	box	PAPER CLIP, vinyl/plastic coat, length: 33mm min	30.00	/		
	100	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	40.00	/		
	4	pair	SCISSORS, symmetrical, blade, length: 65mm min	60.00	/		
	60	piece	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	40.00	/		
	60	piece	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	40.00	/		
	30	piece	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	40.00	/		
	100	piece	BOX, FILE STORAGE, 39cm x 31cm x 27cm (15"x12"x10")	160.00	/		
	200	set	INDICATOR TAG/FLAGLETS, plain, assorted color, 50s/set	120.00	/		
	200	set	INDICATOR TAG/FLAGLETS, w/ SIGN HERE, assorted color,	130.00	/		
	200	pad	NOTE PAD, 4"x6"	150.00	/		
	10	roll	TAPE, PERMANENT, outdoor, rubberized double-sided 7/8" x	1,200.00	/		
	500	piece	BALLPOINT PEN, fine point, black	25.00	/		
	500	piece	BALLPOINT PEN, fine point, blue	25.00	/		
	100	piece	CERTIFICATE FRAME, A4 size	350.00	/		
	100	piece	CERTIFICATE JACKET, A4 size	150.00	/		
	20	pack	BRISTOL BOARD, A4 size, white	250.00	/		
	20	pack	BRISTOL BOARD, Legal size, white	280.00	/		
				***nothing follows*			
			<b>Approved Budget for the Contract: PhP 269,170.00</b> /				

PURPOSE : **Supply and Delivery of 1st Quarter Office Supplies for SLP-NPMO (item nos. 1-20, 22, 28-41)**

PR No. **01-20001-PR-2021-03-00183**

**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

\_\_\_\_\_  
(Signature over printed name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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."

RFQ No. **21-0821 SHOPPING (B)**  
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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 (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
2	222	bottle	HAND SANITIZER, 500ml	180.00	/		
	150	bottle	ALCOHOL, ethyl, 68%-72% scented, 500ml (+/-5ml)	100.00	/		
	100	can	DISINFECTANT SPRAY, aerosol type, 400-500 grams	480.00	/		
	10	piece	COVERALL, non-sterile, protective, medical grade	1,500.00	/		
	300	piece	FACE SHIELD, direct splash protection	150.00	/		
	150	piece	PREMIUM LATEX GLOVES	10.00	/		
	2,500	piece	SURGICAL MASK, 3-ply	14.04	/		
	300	piece	KN95 Face Mask	150.00	/		
			***nothing follows*				
			Approved Budget for the Contract: PhP 244,560.00				

PURPOSE : **Supply and Delivery of 1st Quarter Office Supplies for SLP-NPMO (item nos. 1-20, 22, 28-41)**

PR No. **01-20001-PR-2021-03-00183**

**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

\_\_\_\_\_  
(Signature over printed name)  
Supplier