

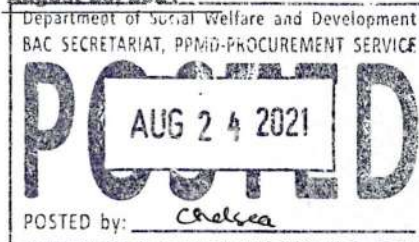
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-0882 SHOPPING (B)**

Date: **August 20, 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 27, 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.

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 and register for free."**

NIDA T. BACALING

Procurement Officer

 (Signature over Printed Name)
 Supplier

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."

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Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS 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	15	pad	NOTE PAD, stick on, 50mm x 76mm (2" x3") min 100 sheet/pad	45.00				
2	15	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min 100 sheet/pad	65.00				
3	15	pad	NOTE PAD, stick on, 76mm x 76mm (3" x3") min 100 sheet/pad	60.00				
4	250	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	225.00				
5	40	ream	PAPER, MULTI-PURPOSE (COPY) 70gsm, size: A4	150.00				
6	20	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	45.00				
7	30	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	25.00				
8	60	bundle	RAGS, all cotton, 32 pieces per kilogram min	80.00				
9	25	box	CLIP BACKFOLD, all metal, clamping: 25mm (+/-1mm) 12pcs per box	20.00				
10	25	box	CLIP BACKFOLD, all metal, clamping: 19mm (+/-1mm) 12pcs per box	13.00				
11	25	box	CLIP BACKFOLD, all metal, clamping: 32mm (+/-1mm) 12pcs per box	25.00				
12	10	box	CLIP BACKFOLD, all metal, clamping: 50mm (+/-1mm) 12pcs per box	60.00				
13	3	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (+/-5mm)	980.00				

PURPOSE : 4th Quarter Office Supplies of Standards Bureau for CY 2020

PR No. 01-20001-PR-2021-01-00132

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. BACALING
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

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. **21-0882 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)	
14	2	pack	FOLDER, TAGBOARD, for legal size documents (100 pcs per pack)	330.00		
15	25	piece	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip (non-blot)	34.61		
16	25	piece	SIGN PEN, black, liquid/gel ink, 1.0mm needle tip (non-blot)	34.61		
17	25	piece	SIGN PEN, blue, liquid/gel ink, 1.0mm needle tip (non-blot)	34.61		
18	15	piece	SIGN PEN, red, liquid/gel ink, 1.0mm needle tip (non-blot)	34.61		
19	100	piece	STICKY NOTE FLAG with "SIGN HERE" tag, plastic, assorted color 100pcs/set	150.00		
20	100	piece	BALLPEN, ball point, black	25.68		
21	100	piece	BALLPEN, ball point, blue	25.68		
22	300	piece	FACE SHIELD, Acrylic, full face, non-vertigo with box (please see attached sample picture)	100.00		
23	1200	piece	KN95/N95 FACEMASK (please see attached sample picture)	104.00		
24	100	piece	DATA FOLDER, 2 hole folder (portrait orientation) (please see attached sample picture)	200.00		
			Approved Budget for the Contract (ABC): Php 274,950.90	100.00		

PURPOSE: 4th Quarter Office Supplies of Standards Bureau for CY 2020

PR No. 01-20001-PR-2021-01-00132

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[Signature]
NIDA T. BACALING
Procurement Officer
Trunkline: 89318101 to 07 Voip 10093 and 10097
Fax No. 8951-7116

Page 2 of 2 page
(Signature over printed name)
Supplier

3D Fit

Anti-Fog



4 Ply

Comfort Fi

PFE \geq 95%



20
PCS



N95







DATA FOLDER, made of chipboard, taglia loc