

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

REQUEST FOR QUOTATION

RFQ No. **21-0892 SHOPPING (B)**

Date: August 24, 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 31, 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.*  
**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."

*Nida T. Bacaling*  
**NIDA T. BACALING**  
Procurement Officer

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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 PhilGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Unit/Item	Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
1	192	bottle	ALCOHOL, ethyl, 68%-72% scented, 500ml (+/-5ml)	100.00			
2	10	bottle	STAMP PAD INK, purple or violet, 50ml (min)	50.00			
3	20	bundle	LOOSELEAF COVER, made of chipboard, for legal	794.96			
4	6	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	65.00			
5	200	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	200.00			
6	60	roll	TAPE, TRANSPARENT, width: 24mm (+/-1mm)	20.00			
7	3	bundle	RAGS, all cotton, 32 pieces per kilogram min	80.00			
8	30	piece	FACE SHIELD, direct splash protection, Full face shield, Anti-fog, latex-free, one size fits all, disposable (please see attached sample picture)	124.80			
9	3,960	piece	SURGICAL MASK, 3-ply surgical, disposable, ear loop, wired	14.04			
10	3	pack	FOLDER, TAGBOARD, for legal size documents (100pcs/pack)	335.00			
11	5	box	INDEX TAB, self-adhesive, transparent	65.00			

PURPOSE : 2nd Quarter Office Supplies for the use of Cash Division for CY 2021

PR No. 01-20001-PR-2021-05-00196

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

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(Signature over printed name)  
 Supplier

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

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					(Please fill out the detailed specifications in the space provided)		
12	200	piece	DVD REWRITABLE, speed: 4x min, 4.7GB	50.00			
13	20	ream	COLORED PAPER, orange, A4 size, 80gsm	550.00			
14	30	box	STAPLE WIRE, for heavy duty staplers, (23/13)	30.00			
15	1	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-50mm) (100 pcs/box)	952.64			
***nothing follows***							
<b>Approved Budget for the Contract (ABC): Php 160,954.24</b>							

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**NIDA T. BACALANG**  
 Procurement Officer

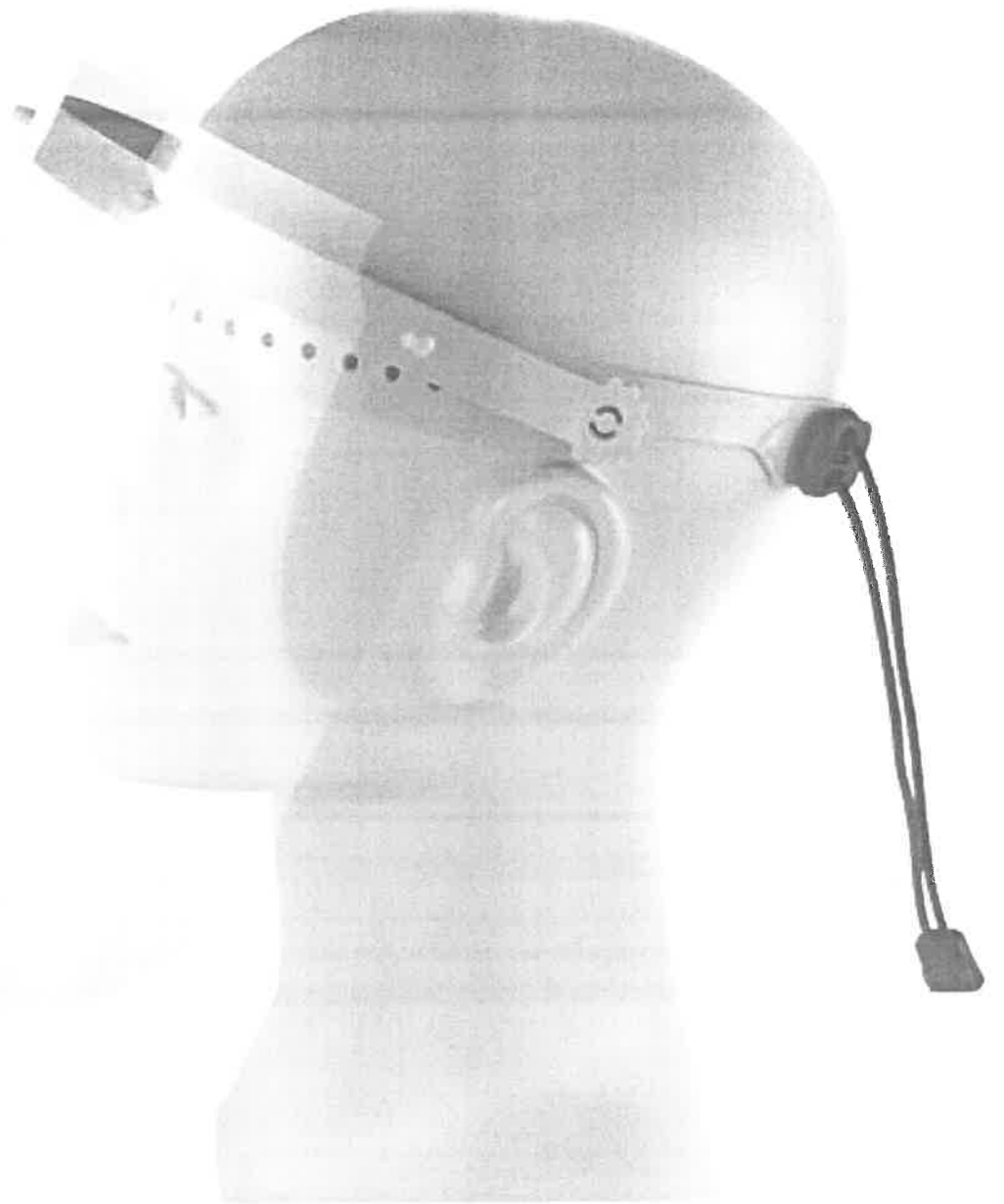
Page 2 of 2 page

(Signature over printed name)

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Supplier



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