

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

REQUEST FOR QUOTATION

RFQ No. **21-0914 SHOPPING (B)**

Date:



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.

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."

NIDA T. BACALING

Procurement Officer

Tel. Nos. 8931-6139/ 8931-8101 to 07 Voip 10093 and 10097  
0955-281-4285

(Signature over Printed Name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No.: **21-0914 SHOPPING (B)**

Date : **August 24, 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 : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Unit/Item	Bidder's Specifications		Total Cost
					(Please fill out the detailed specifications in the space provided)		
1	40	bottle	ALCOHOL, ethyl, 68%-72% scented, 500ml min	100.00			
2	10	pad	NOTE PAD, stick on, 98.4mm x 149mm (4"x6") min	100.00			
3	15	pad	NOTE PAD, stick on, 50mm x 76mm (2"x3") min	50.00			
4	15	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min	70.00			
5	85	ream	PAPER, MULTICOPIY, 80gsm, size: A4 (210mm x 297mm)	270.00			
6	20	pack	BATTERY, dry cell, AA, 2 pieces per blister pack	100.00			
7	20	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	90.00			
8	5	jar	GLUE, all purpose, gross weight; 200 grams min	75.00			
9	15	roll	MASKING TAPE, width: 24mm (+/-1mm)	65.00			
10	10	roll	MASKING TAPE, width: 48mm (+/-1mm)	117.00			
11	10	roll	PACKAGING TAPE, width: 48mm (+/-1mm)	30.00			
12	30	roll	TAPE, TRANSPARENT, width: 24mm (+/-1mm)	20.00			
13	15	bundle	RAGS, all cotton, 32 pcs per kilograms min	90.00			
14	5	piece	FLASH DRIVE, 16GB capacity	250.00			

PURPOSE : 3rd Quarter Office Supplies of AS-GSD AMBPS for CY 2021

PR No. 2021-07-0099

**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*

NIDA T. BACALING  
 Procurement Officer

Page 1 of 3 page

(Signature over printed name)  
 Supplier

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No.: **21-0914 SHOPPING (B)**  
 Date: **August 24, 2021**

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHIGEPS). You may visit the PHIGEPS website at [www.phigeps.gov.ph](http://www.phigeps.gov.ph) to register."

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_

Item 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
15	40	box	CLIP BACKFOLD, all metal, clamping: 19mm (+/-1mm)	18.00		
16	40	box	CLIP BACKFOLD, all metal, clamping: 25mm (+/-1mm)	25.00		
17	40	box	CLIP BACKFOLD, all metal, clamping: 32mm (+/-1mm)	30.00		
18	40	box	CLIP BACKFOLD, all metal, clamping: 50mm (+/-1mm)	55.00		
19	40	piece	DATA FILE BOX, made in chipboard with close ends	100.00		
20	10	pack	FOLDER TAGBOARD, for A4 size documents	300.00		
21	5	pack	FOLDER TAGBOARD, for Legal size documents	350.00		
22	10	box	PAPER CLIP, vinyl/plastic coat, length: 32 mm min	18.00		
23	10	piece	CUTTER BLADE, for heavy duty cutter	20.00		
24	3	piece	CUTTER KNIFE, for general purpose	45.00		
25	5	piece	STAPLER, standard type, load cap: 200 staples min	176.80		
26	10	piece	STAPLE REMOVER, plier type, (stainless coated) super strength	150.00		
27	10	piece	CLEARBOOK, 20 transparent pockets for A4 size	39.78		
28	10	piece	CLEARBOOK, 20 transparent pockets for Legal size	42.38		

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*[Signature]*  
 NIDA T. BACALUNG

Procurement Officer

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

Page 2 of 3 page

(Signature over printed name)

Supplier

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Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Unit/Item	Bidder's Specifications	
					Unit Cost	Total Cost
29	24	piece	SIGN PEN, red, liquid/gel ink 0.5mm needle tip	34.61		
30	50	set	INDICATOR TAG/FLAGLETS, plain assorted colors 50s/set	100.00		
31	2	pack	LAMINATING FILM, 250 x 2 x 125 micron, 213 x 303mm 100pcs/pack	1,300.00		
32	7	roll	PLASTIC COVER, transparent, width: 48 inches, length: 50 meters: thickness: 0.08mm	950.00		
33	30	piece	Philippine Flag 100% polyester 3'x6'	300.00		
34	3	pack	PUSH PIN, assorted colors standard size 100 pcs/pack	100.00		
			*** nothing follows***			
			<b>Approved Budget for the Contract (ABC):</b> <b>Php 81,541.24</b>			

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**NIDA T. BACALING**  
 Procurement Officer

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(Signature over printed name)  
 Supplier