

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

REQUEST FOR QUOTATION

RFQ No **21-1296 SHOPPING (B)**
Date **November 8, 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 November 17, 2021 (Wednesday)**. 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 and register for free."**

NIDA T. BACALING

Procurement Officer

(Signature over Printed Name)

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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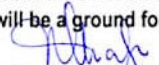
Company Name : _____
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Lot No.	Qty.	Unit	Purchaser's Specifications	ABC per Unit/Item	Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
1	39	bottle	HAND SANITIZER , Form: liquid/gel Alcohol based (isopropyl/ethyl alcohol/n-propanol 60%-95%) or Alcohol free-using povidone-iodine, benzalkonium chloride or triclosan 500 ml, hypoallergenic, non-drying Bottle: pump dispenser plastic FDA Certificate of Product Registration/Notification	151.43			
	2	bottle	POVIDONE IODINE , 10% solution, 10ml	207.75			
	21	can	DISINFECTANT SPRAY , Aerosol type, 400-550 grams	650.00			
	2,100	piece	SURGICAL MASK , disposable, earloop, 3 ply, wired	14.04			
	100	piece	KN95 FACE MASK , Disposable, Respirator, Unvalved, Seamless headband can be adjusted for an optimum fit, Flared soft edges to fit facial contour and it can fit a wide range of face sizes, Adjustable noseclip to ensure an excellent individual fit and secure positioning, Soft material edges to prevent uncomfortable pressure points	104.00			
Approved Budget for the Contract (ABC): PhP 59,855.27							

PURPOSE: 1st Quarter Office Supplies for the use of DRMB for CY 2021

PR No. 2021-03-00181

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.


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(Signature over printed name)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

Supplier

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Lot No.	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)		
2	2	bottle	STAMP PAD INK, Purple/Violet, 50ml (min)	50.00	✓		
	1	roll	ACETATE, transparent, in roll Thickness: 0.08mm Width: 1.20mm Length: 50m Shall be wound on a core of hard kraft paper board	989.88	✓		
	1	bundle	LOOSELEAF COVER, for legal size documents Capable of filing minimum of 45mm thickness of 70gsm multi-purpose paper Dimension, excluding flaps: width: 216mm (min), length: 355mm (min.) Material: Chipboard, machine pressed Thickness of chipboard, mm: 1.5 (min.) 50 pcs per bundle Cover for top flap: Leatherette paper (any color) With ore-punched holes for fastener (70mm between prongs)	850.00	✓		
	115	pad	NOTEPAD, stick on, 50mmx76mm (2"x3") min	50.00	✓		
	115	pad	NOTEPAD, stick on, 76mmx100mm (3"x4") min	70.00	✓		
	115	pad	NOTEPAD, stick on, 76mmx76mm (3"x3") min	60.00	✓		
	35	ream	PAPER, MULTICOPY, 80gsm, size: 210mmx297mm	250.00	✓		
	25	ream	PAPER, MULTICOPY, 80gsm, size: 216mmx330mm	250.00	✓		

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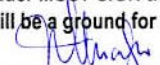
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					(Please fill out the detailed specifications in the space provided)		
2	2	box	STAPLE WIRE, for heavy duty staplers, (23/13), 1000 wires/box	30.00	✓		
	50	box	STAPLE WIRE, standard, (26/6), 5000 wires/box	50.00	✓		
	25	roll	MASKING TAPE, width: 48mm (+/-1mm)	142.00	✓		
	25	roll	PACKAGING TAPE, width: 48mm (+/-1mm)	30.00	✓		
	9	piece	RULER, plastic, 450mm (18"), width: 38mm (min)	25.00	✓		
	55	box	CLIP, backfold, all metal, clamping: 19mm (+/-1mm)	15.00	✓		
	55	box	CLIP, backfold, all metal, clamping: 25mm (+/-1mm)	25.00	✓		
	55	box	CLIP, backfold, all metal, clamping: 32mm (+/-1mm)	30.00	✓		
	55	box	CLIP, backfold, all metal, clamping: 50mm (+/-1mm)	56.04	✓		
	60	piece	CORRECTION TAPE, film based, UL 6m (min)	25.00	✓		
	25	piece	DATA FILE BOX, made of chipboard, with closed ends	150.00	✓		
	25	piece	DATA FOLDER, made of chipboard, taglia lock	100.00	✓		
	4	box	ENVELOPE, documentary, for A4 size document	700.00	✓		
	4	box	ENVELOPE, documentary, for Legal size document	957.00	✓		
	3	box	ENVELOPE, mailing, white, 70gsm, 500pcs per box	408.00	✓		
	3	box	ENVELOPE, mailing, white, 70gsm, with window 500pcs/ box	460.00	✓		
2	bundle	FOLDER, FANCY, for Legal size documents with slide, 50pcs per bundle	311.88	✓			

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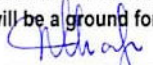
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Lot No.	Qty.	Unit	Purchaser's Specifications	ABC per Unit/Item	Bidder's Specifications	Unit Cost	Total Cost
					(Please fill out the detailed specifications in the space provided)		
2	1	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100pcs per box	990.00	✓		
	5	pack	FOLDER, TAGBOARD, for A4 size documents, 100pcs/box	310.00	✓		
	5	pack	FOLDER, TAGBOARD, for Legal size documents, 100 pcs per box	350.00	✓		
	10	box	INDEX TAB, self-adhesive, transparent, 50pcs per box	75.00	✓		
	25	piece	MAGAZINE FILE BOX, large, made of chipboard	100.00	✓		
	25	set	MARKER, FLOURESCENT, 3 assorted colors per set	46.68	✓		
	12	piece	MARKER, WHITEBOARD, black, felt tip, bullet type	15.00	✓		
	12	piece	MARKER, WHITEBOARD, red, felt tip, bullet type	15.00	✓		
	12	piece	MARKER, PERMANENT, black, bullet type	15.00	✓		
	12	piece	MARKER, PERMANENT, blue, bullet type	15.00	✓		
	12	piece	MARKER, PERMANENT, red, bullet type	15.00	✓		
	50	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	15.00	✓		
	36	box	PENCIL, lead, with eraser, wood cased, hardness: HB 12pcs per box	50.00	✓		
	1	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm min	50.00	✓		
	3	piece	PENCIL SHARPENER, manual, single cutter head	230.00	✓		
3	piece	PAPER PUNCHER, heavy duty, with two-hole guide	170.00	✓			

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					(Please fill out the detailed specifications in the space provided)			
	14	piece	SCISSORS, symmetrical, blade length: 65mm min	40.56	✓			
	10	piece	STAPLER, standard type, load capacity: 200 staples min	176.80	✓			
	8	piece	STAPLE REMOVER, plier type	35.00	✓			
	5	piece	TAPE DISPENSER, table top, for 24mm width tape	84.00	✓			
	5	piece	CALCULATOR, AS-120, 12 digit Solar Calculator Genuine / Original	550.00	✓			
	5	piece	STORAGE BOX, plastic, heavy duty, single pack 10.5" x 12.5" x 15.75"	600.00	✓			
2	100	set	INDICATOR TAG / FLAGLETS, with Sign Here, assorted colors, 50/set	80.00	✓			
	100	set	INDICATOR TAG / FLAGLETS, Plain, assorted colors, 50/set	80.00	✓			
	30	set	METAL RING BINDER, +/-3 inch, 5pcs/set	200.00	✓			
	10	pack	STICKER PAPER, matte, A4, 20 sheets per pack	100.00	✓			
	10	pack	BRISTOL BOARD, Legal size, 220 gsm, white, 100 per pack	450.00	✓			
	8	ream	PAPER, MULTI-PURPOSE, A3, 80gsm, 500sheets/ream	570.00	✓			
	40	pad	STICKY NOTE, 4"x6", yellow, lined	120.00	✓			
Approved Budget for the Contract (ABC): Php 128,315.68								

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