

Sherwin

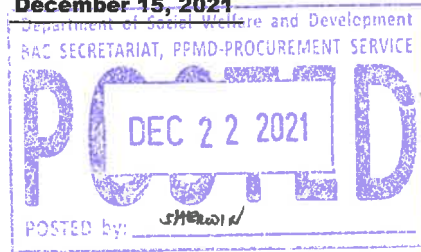
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **21-1521 SHOPPING (B)**

Date: **December 15, 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.

Please submit together with your Bid Quotation, your valid 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 December 22, 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) calendar 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 : _____
Bank Name : _____ 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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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	Total Cost
60	piece		TWO-POCKET FOLDER, TEXTURED PAPER, LARGE POCKETS, A4, COLOR BLUE AND BLACK	55.00			
30	piece		TWO-POCKET FOLDER, TEXTURED PAPER, LARGE POCKETS, LEGAL, COLOR BLUE AND BLACK	55.00			
6	roll		TAPE MASKING, WIDTH 48MM (+/-1MM)	142.00			
20	roll		TAPE TRANSPARENT, WIDTH 24MM (+/-1MM)	22.00			
500	piece		SURGICAL MASK, 3 PLY, ear loop, wired	14.04			
150	box		CLIP BACKFOLD, all metal, clamping: 19mm (+/-1mm)	15.00			
75	box		CLIP BACKFOLD, all metal, clamping: 25mm (+/-1mm)	20.00			
1	piece		EXPANDABLE FOLDER, HARD PLASTIC COLORED, WITH FASTENER, A4	120.00			
60	piece		EXPANDABLE FOLDER, HARD PLASTIC COLORED, WITH FASTENER, LEGAL	120.00			
45	piece		CLEAR FRONT FOLDER, MADE OF DURABLE PP MATERIAL, LEGAL, COLOR BLUE AND BLACK	90.00			
90	piece		CLEAR FRONT FOLDER, MADE OF DURABLE PP MATERIAL, A4, COLOR BLUE AND BLACK	90.00			
60	piece		CLIP BOARD FOLDER, MATERIAL PLASTIC, 0.90-1.20MM, LEGAL, COLOR BLACK AND BLUE	50.00			
90	piece		CLIP BOARD FOLDER, MATERIAL PLASTIC, 0.90-1.20MM, A4, COLOR BLACK AND BLUE	50.00			

PURPOSE : Supply and delivery of 4th quarter common office supplies for OSEC

PR No. 2021-11-0807

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)

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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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Contact No. : _____
PhilGEPS Reg. No. : _____
Company TIN : _____

Item 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)			
	30	piece	PVC CLIPBOARD FOLDER, STRONG METAL CLASP, RETRACTABLE, POCKET ON INSIDE FRONT COVER, A4 COLOR BLUE AND BLACK	160.00				
	30	piece	PVC CLIPBOARD FOLDER, STRONG METAL CLASP, RETRACTABLE, POCKET ON INSIDE FRONT COVER, LEGAL COLOR BLUE AND BLACK	160.00				
	30	pack	TISSUE, INTERFOLDED PAPER TOWEL	34.84				
	1	piece	PENCIL SHARPENER	230.00				
	30	piece	CLAMP BINDER FOLDER DOUBLE STRONG CLIP, SINGLE PLASTIC BINDER WITH TWO STAINLESS STEEL STURDY CLIPS, POCKET INSIDE, LEGAL, COLOR BLACK AND BLUE	360.00				
1	30	piece	CLAMP BINDER FOLDER DOUBLE STRONG CLIP, SINGLE PLASTIC BINDER WITH TWO STAINLESS STEEL STURDY CLIPS, POCKET INSIDE, A4, COLOR BLACK AND BLUE	360.00				
	45	piece	L SHAPE FOLDER, DURABLE AND OPEN SIDE TO SLOT IN DOCUMENTS COME WITH LEGAL OR FOOLSCAP, LEGAL COLOR BLUE AND BLACK	25.00				
	75	piece	L SHAPE FOLDER, DURABLE AND OPEN SIDE TO SLOT IN DOCUMENTS COME WITH A4 OR FOOLSCAP, A4, COLOR BLUE AND BLACK	25.00				
	6	pack	ACETATE FILM SHEET, A4	89.00				
Approved Budget for the Contract Php 87,071.20								

PURPOSE : **Supply and delivery of 4th quarter common office supplies for OSEC**

PR No. **2021-11-0807**

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
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Trunkline: 89318101 to 07 Voip 10093 and 10097
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DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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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
6	cart		PIXMA IP, 100, PGI-36, COLORED, CANON, CLI 36	1,318.00			
4	cart		TONER CART, EPSON L360 (C664, M664, Y664, BK 664)	2,325.00			
nothing follows							
2			Approved Budget for the Contract Php 17,208.00 /				

PURPOSE: Supply and delivery of 4th quarter common office supplies for OSEC

PR No. 2021-11-0807

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