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

REQUEST FOR QUOTATION

RFQ No. 19-0193 Shopping (B)
Date: February 11, 2019

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Philgeps Reg. No.: _____
Company TIN: _____

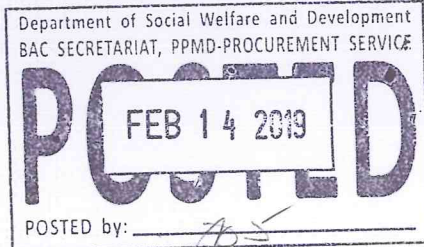
Sir/Madam:

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 payment, you will be required to submit your **Mayor's/Business Permit**, **within 24 hours from receipt of notice**. The updated **Certification 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 Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through number **951-7116** or email to **quotations@dswd.gov.ph** not later than **5:00 P.M of 19 February 2019**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.



Very truly yours,
Karina Agudo
KARINA ANTONETTE A. AGUDO
Supervising Administrative Officer and OIC,
Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall not be less than Sixty (60) calendar days
- Good/s shall be delivered within Seven (7) working days upon receipt of Purchase Order
- Place of Delivery: DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City
- Terms of Payment: within 15-30 days upon complete submission 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."
- NOTE:** To facilitate the immediate implementation of the procurement of this project, the DSWD shall proceed with the procurement activities short of award, pursuant to Section 7.6 of the 2016 Revised IRR of R.A. 9184.

RENEL JOANNE G. GAMBITO
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Contact No. : _____
Philgeps Reg. No : _____
TIN No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specifications of the product/services being offered in the space provided below)	Unit Cost	Total Cost
1	127	piece	Ballpoint Pen, Fine Point, Black			
	15	piece	Ballpoint Pen, Fine Point, Red			
	127	piece	Ballpoint Pen, Fine Point, Blue			
	10	pad	Notepad, 2" x 2", 100 sheets/pad			
	15	piece	Corrugated Box, with string, 24" x 15" x 10"			
	15	set	Indicator Tag/Flaglets, Plain, Assorted Color, 50s/set			
	10	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	5	piece	Box, File Storage, 39cm x 31cm x 27cm			
	3	ream	Paper for PPC, Tabloid, 11" x 17", 80 gsm			
Approved Budget for the Contract: PhP9,152.80						
2	10	pack	Bristol Board, A4 size, White, 100 pieces/pack, 220gsm			
	10	pack	Bristol Board, A4 size, Green, 100 pieces/pack, 220gsm			
	10	pack	Bristol Board, A4 size, Blue, 100 pieces/pack, 220gsm			
	10	pack	Bristol Board, A4 size, Yellow, 100 pieces/pack, 220gsm			
	10	pack	Bristol Board, A4 size, Orange, 100 pieces/pack, 220gsm			
	10	pack	Bristol Board, A4 size, Pink, 100 pieces/pack, 220gsm			
Approved Budget for the Contract: PhP22,800.00						
3	10	piece	Folder, 3-Hole Binder, A4 size, 2" capacity			
	10	piece	Folder, 3-Hole Binder, A4 size, 3" capacity			
	5	piece	Folder, Archfile, A4, 1"			
	5	piece	Folder, Archfile, A4, 2"			
	10	piece	Folder, Archfile, A4, 3"			
Approved Budget for the Contract: PhP8,375.00						
4	2	bundle	Ring Binder, Plastic, 12.7mm x 1.12m (1/2" x 44"), 10 pcs/bundle			
	2	bundle	Ring Binder, Plastic, 19mm x 1.12m (3/4" x 44"), 10 pcs/bundle			
	2	bundle	Ring Binder, Plastic, 25mm x 1.12m (1" x 44"), 10 pcs/bundle			
	2	bundle	Ring Binder, Plastic, 32mm x 1.12m (1-1/4" x 44"), 10 pcs/bundle			
Approved Budget for the Contract: PhP2,090.00						
Page 1 of 3						

PURPOSE : For the use of COA-DSWD, BD, AS-RAMD, AS-PAMD, IAS, STB, SWIDB, PMB

PR No. 2018114220, 2018114219, 2019010175, 2019010176, 2019010219, 2019010097, 2019010152, 2019010179, 2018103506, 2018114224

IMPORTANT: The winning bidder **MUST** pick-up duplicate copy and **SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement and Supply Division within three (3) days from the date advance copy was served to thru fax. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension/blacklisting in DSWD's future biddings.



RENEL JOANNE G. GAMBITO

Procurement Officer

Tel no. 951-7116 / Fax No. 931-6139

Signature over printed name
Supplier

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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specifications of the product/services being offered in the space provided below)	Unit Cost	Total Cost
5	5	roll	Tape Cloth Book, 1-1/2", 6 meters length			
	7	roll	Tape Cloth Book, 1", 6 meters length			
	5	roll	Tape Cloth Book, 2", 6 meters length			
	2	roll	Tape Cloth Book, 3", 6 meters length			
	5	roll	Tape, Double-Edged, 1" without cushion, 6 meters length			
Approved Budget for the Contract: PhP2,915.00						
6	40	piece	Ballpoint Pen, Fine Point, Green			
	75	piece	Ballpoint Pen, Fine Point, Blue			
	40	piece	Ballpoint Pen, Fine Point, Red			
	35	piece	Ballpoint Pen, Fine Point, Black			
	2	piece	Numbering Machine Ink, Black, 25ml, for Metal Stamps			
	5	pack	Sheet Divider, Plastic, A4 size 10pcs/pack			
	15	set	Indicator Tag/Flaglets, Plain, Assorted Color, 50s/set			
	7	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	2	set	Marking Pen, Transparency Film, Fine Point, 6 colors/set			
	6	piece	Desk Tray, 3-Layer, Wire Mesh			
10	set	Stick-On, "Sign Here Flags" Yellow, 25x43mm				
Approved Budget for the Contract: PhP9,655.00						
7	10	pack	Bristol Board, A4 size, Assorted Color (Blue/Green/Yellow/Orange) 100pcs/pack, 220gsm			
	5	ream	Colored Paper (Green, Pink, Orange, Yellow, Red and Yellow) A4 size, 500pcs/ream			
	2	pack	Paper, Photo, Glossy, A4, 10pcs/pack			
	40	pack	Sticker Paper Matte, A4 size, 20 sheets/pack			
	15	piece	Folder, Clear, Presentation, A4 size			
	15	piece	Folder, Clear, Presentation, Legal size			
	3	pad	Notepad, 2"x2", 100 sheets/pad			
	2	piece	Folder, Vinyl Expanding, Legal size, Assorted Colors			
25	pack	Paper Sticker, High Quality Label/Adhesive Paper, A4, 10-15pcs/pack				
Approved Budget for the Contract: PhP38,036.89						
Page 2 of 3						

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Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please indicate the detailed specifications of the product/services being offered in the space provided below)	Unit Cost	Total Cost
8	20	pack	Cartolina, Assorted Colors (Red, Orange, Yellow, Green, Pink, Blue) 10pcs/pack			
	35	pad	Notepad, Stick-On, 50mm x 76mm (2" x 3") min			
	20	pack	Battery, Dry Cell, AA, 2 pieces per blister pack			
	20	bundle	Rags, All Cotton			
			Approved Budget for the Contract: PhP4,190.50			
9	138	piece	Ballpoint Pen, Fine Point, Black			
	58	piece	Plastic ID Holder with String			
	4	piece	Wooden Certificate Frame, A4 size			
			Approved Budget for the Contract: PhP2,970.00			
10	2	roll	Adhesive Tape, Cloth Book, 1" width, 15mm length			
	2	roll	Adhesive Tape, Cloth Book, 1-1/2" width, 15mm length			
	2	roll	Adhesive Tape, Cloth Book, 2" width, 15mm length			
	2	roll	Adhesive Tape, Cloth Book, 3" width, 15mm length			
	2	roll	Adhesive Tape, Double Edge, 1" width with cushion, 15mm length			
	2	roll	Adhesive Tape, Double Edge, 1" width without cushion, 15mm length			
			Approved Budget for the Contract: PhP2,358.00			
11	20	piece	Ballpen, Fine Point, 10-Black, 10-Blue			
	20	piece	Friction Ballpen, Red			
	20	piece	Corrugated Box with String, 24" x 15" x 10"			
	2	piece	Certificate Frame (A4 size), Wooden			
	20	piece	Data Folder with Lock, Finger Ring and Clear Plastic Pockets for Labels, 3" x 9" x 15"			
	3	piece	Ring Binder, Plastic (28mm) 1-1/8" x 44" Black			
	3	piece	Ring Binder, Plastic (50.8mm) 2" x 44" Black			
	1	piece	Transparency Film, Plain, A4, 100pcs/pack			
			Approved Budget for the Contract: PhP9,259.00			
			xxxxxxxx-Nothing Follows-xxxxxxxx			
			Page 3 of 3			

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