

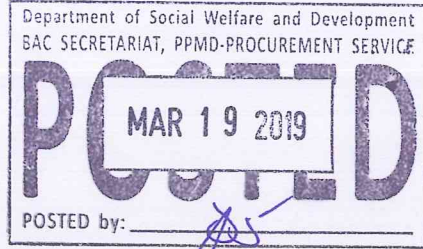
anjay

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

REQUEST FOR QUOTATION

RFQ No. 19-0455 Shopping (B)  
Date: March 14, 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 26 March 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 A. 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 be **Sixty (60) calendar days from the deadline of submission of quotations**
- 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](http://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

Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

(Signature over Printed Name)  
Supplier

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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	14	piece	Ballpen, Fine Point, Black			
	14	piece	Ballpen, Fine Point, Blue			
	10	piece	Ballpen, Fine Point, Red			
	10	pack	Indicator Tag/Flaglets, with "Sign Here" text. 50s/set			
<b>Approved Budget for the Contract: PhP1,400.00</b>						
2	20	piece	Ballpoint Pen, Fine Point, Black			
	20	piece	Ballpoint Pen, Fine Point, Blue			
	20	piece	Folder, Vinyl, Expanding, Legal size, Blue			
	25	piece	Indicator Tag/Flaglets, with "Sign Here" text. 50s/set			
<b>Approved Budget for the Contract: PhP3,310.00</b>						
3	2	roll	Tape, Cloth Book, 1", 6 meters length			
	2	roll	Tape, Cloth Book, 2", 6 meters length			
	2	roll	Tape, Cloth Book, 3", 6 meters length			
	2	set	Hook and Loop Tape, 25 meters, 2 rolls/set			
<b>Approved Budget for the Contract: PhP1,710.00</b>						
4	56	pad	Note Pad, Stick On, 50mm x 76mm, (2" x 3") min			
	5	box	Permanent Marker, Broad Tip, Black, 12pcs/box			
	5	box	Permanent Marker, Broad Tip, Blue, 12pcs/box			
	160	piece	Ballpoint Pen, Fine Point, Black			
	10	set	Color Pens, 20 colors per set			
	3	box	ID Jacket with string, 3x4, 50pcs/box			
<b>Approved Budget for the Contract: PhP10,844.32</b>						
5	125	piece	Ballpoint Pen, Fine Point, Black			
	125	piece	Ballpoint Pen, Fine Point, Blue			
	25	piece	Ballpoint Pen, Fine Point, Red			
	200	piece	ID Holder with Metal Clip			
<b>Page 1 of 2</b>						

PURPOSE : For the use of FMS-OD, OUSPPG, SWIDB, AS-GSD, AS-PAMD  
PR No. 2019020493, 2019020492, 2018114282, 2019020647, 2019020584, 2019010263**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
cont. 5	45	piece	Clip Board, with Cover size: 313x226mm			
	10	pack	Battery, size AA, Alkaline, 2pcs/pack			
	10	pack	Battery, size AAA, Alkaline, 2pcs/pack			
	15	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	7	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	2	bottle	Oil, for General Purpose, 120ml			
	20	piece	Staple Remover, Twin Jaws			
<b>Approved Budget for the Contract: PhP24,863.00</b>						
6	10	pack	Photo Paper, Glossy, A4 size, 10pcs/pack			
	5	pack	Sheet Divider, Plastic, A4 size, 10pcs/pack			
	1	pack	Laminating Film, A4 size, 100pcs/pack, 250 microns			
	3	piece	Clear Book, 60 pockets, A4 size			
	3	piece	Clear Book, 60 pockets, Legal size			
	15	piece	Folder, Clear, Presentation, A4 size			
	15	piece	Folder, Clear, Presentation, Legal size			
	2	piece	Folder, Vinyl, Expanding, Legal size, Assorted Colors			
	3	pad	Note Pad, 2" x 2", 100 sheets/pad			
	25	pack	Paper Sticker, High Quality, A4 size, 10 sheets per pack			
1	pack	Transparency Film, Plain, A4 size, 100pcs/pack				
<b>Approved Budget for the Contract: PhP30,296.89</b>						
7	2	roll	Tape, Cloth Book, 1-1/2", 6 meters length			
	2	roll	Tape, Cloth Book, 1", 6 meters length			
	2	roll	Tape, Cloth Book, 2", 6 meters length			
	2	roll	Tape, Cloth Book, 3", 6 meters length			
<b>Approved Budget for the Contract: PhP1,200.00</b>						
xxxxxxxxxx-Nothing Follows-xxxxxxxxxx						
Page 2 of 2						

PURPOSE : For the use of FMS-OD, OUSPPG, SWIDB, AS-GSD, AS-PAMD

PR No. 2019020493, 2019020492, 2018114282, 2019020647, 2019020584, 2019010263

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RENEL JOANNE G. GAMBITO

Procurement Officer

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

(Signature over printed name)

Supplier