

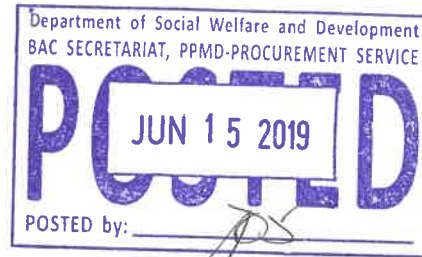
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

RUSH

REQUEST FOR QUOTATION

RFQ No. 19-1049 Shopping (B)
Date: June 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 award, 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 20 June 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
Chief Administrative Officer,
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 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
RENEL JOANNE G. GAMBITO

Procurement Officer

tel. Nos. 931-6139/ 931-8101 to 07 local 122/12

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Philgeps Reg. No : _____

TIN No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
				(Please indicate the detailed specifications of the product/services being offered in the space provided below)		
1	10	piece	Clip, Backfold, All Metal, Clamping: 32mm			
	10	piece	Clip, Backfold, All Metal, Clamping: 50mm			
	25	piece	Correction Tape, Film Base Type, UL 6m min			
	10	piece	Marker, Flourescent, 3 assorted colors per set			
	10	piece	Marker, Permanent, Bullet Type, Black			
	10	piece	Marker, Permanent, Bullet Type, Blue			
	10	piece	Marker, Permanent, Bullet Type, Red			
	4	piece	Stapler, Standard Type, Load Cap: 200 staples min			
	4	piece	Staple Remover, Plier Type			
	4	piece	Flash Drive, 32GB, USB 3.0, Plug and Play			
	10	roll	Adhesive Tape, Cloth Book, 2" width			
	30	piece	Ballpoint Pen, Fine Point, 8-Black; 8-Blue; 8-Red; 6-Green			
	10	piece	Sign Pen, Hightech Pen, 0.7mm, 5-Black; 5-Blue			
	4	piece	Staple Remover, Twin Jaws			
10	box	Staple Wire, Standard #10				
4	box	Paper Fastener, Plastic, with 70mm prongs, 25mm capacity				
Approved Budget for the Contract: PhP10,559.98						
2	10	pad	Notepad, Stick-On, 50mm x 76mm (2" x 3") min, 100 sheets/pad			
	10	piece	Notepad, Stcik-On, 76mm x 76mm (3" x 3") min, 100 sheets/pad			
	15	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm			
	2	pack	Index Card, Ruled Both Sides, 5" x 8", 500pcs/pack			
	10	pad	Notepad, 4" x 6"			
Approved Budget for the Contract: PhP5,996.38						
Page 1 of 2						

PURPOSE For the use of DRMB and AS-PAD

PR No. 2019020520, 2019030938

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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3	10	piece	Data File Box, Made of Chipboard, with Closed Ends (125mm x 230mm x 400mm)			
	10	piece	Data Folder, Made of Chipboard, Taglia Lock (75mm x 230mm x 380mm)			
	10	set	Copy Holder, Clamp Type, with Adjustable Arm, 9-1/2" x 11"			
	15	piece	Data Folder, with Lock, Finger Ring & Clear Plastic Pockets for Labels, 3" x 9" x 15"			
	8	piece	Desk Tray, Wire Mesh, 3-Layers, Black			
	8	piece	Document Holder, Plastic with zipper, A4 size			
	4	piece	Sheet Divider, Plastic, A4 size			
Approved Budget for the Contract: PhP9,264.10						
4	2	box	Envelope, Documentary, for A4 Document, 500pcs/box			
	2	box	Envelope, Documentary, for Legal Document, 500pcs/box			
	2	bundle	Folder, Fancy, for Legal size documents, 50pcs/bundle			
	1	pack	Folder, L-Type, Plastic, for A4 size documents, 50pcs/pack			
	1	pack	Folder, Pressboard, size: 240mm x 370mm (-5mm)			
	2	pack	Folder, Tagboard, for A4 size Documents			
	2	pack	Folder, Tagboard, for Legal size Documents			
	30	piece	Envelope, Kraft, Documentary, A4 size			
	30	piece	Envelope, Kraft, Documentary, Legal size			
	10	piece	Folder, Clear, Presentation, A4 size			
10	piece	Folder, Vinyl, Expanding, Legal size, Assorted Colors				
Approved Budget for the Contract: PhP7,334.08						
5	25	box	Continuous Form, 3 Ply, 280mm x 241mm, Carbonless, 500 pages/box			
	10	box	Continuous Form, 3 Ply, 280mm x 378mm, Carbonless, 500 pages/box			
	50	box	Notepad, Stick-On, 50mm x 76mm, 2" x 3" min			
Approved Budget for the Contract: PhP43,611.00						
6	20	piece	Rags, All Cotton, 32 pieces per kilo min.			
	20	box	Clip, Backfold, All Metal, Clamping: 32mm			
	40	box	Clip, Backfold, All Metal, Clamping: 50mm			
	50	piece	Correction Tape, Film Base Type, UL 6m min			
Approved Budget for the Contract: PhP4,215.80						
xxxxxxxx-Nothing Follows-xxxxxxxx						
Page 2 of 2						

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RENEL JOANNE G. GAMBITO
Procurement Officer
Tel no. 951-7116 / Fax No. 931-6139

(Signature over printed name)
Supplier