

AS

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

REQUEST FOR QUOTATION

RFQ No. 19-1167 Shopping (B)  
Date: July 01, 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 10 July 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**  
Chief Administrative Officer of PPMD and OIC for,  
Procurement Management Service

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."

**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

RFQ No. **19-1167** Shopping (B)  
Date: July 1, 2019Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
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	460	piece	Ballpoint Pen, Fine Point, Blue			
	2	bottle	Ink Automatic Stamping Machine, Red			
	2	pack	Bristol Board, A4 size, Color: Orange, 100pcs/pack, 220gsm			
	2	pack	Bristol Board, A4 size, Color: Green, 100pcs/pack, 220gsm			
	50	piece	Clip, Bulldog, 3"			
	50	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	50	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	500	piece	Ballpoint Pen, Black			
			Document Holder, Folio/Legal size, Plastic with handle			
			<b>Approved Budget for the Contract: PhP128,524.00</b>			
2	900	box	Index Tab, Self-Adhesive, Transparent, 5 sets per box			
			<b>Approved Budget for the Contract: PhP49,500.00</b>			
3	25	piece	Archfile, 7cm, CP350 size, A4 size			
	25	piece	Data Folder, with Lock, Finger Ring and Clear Plastic Pockets for Labels, 3" x 9" x 15"			
			<b>Approved Budget for the Contract: PhP11,875.00</b>			
4	2	pad	Notepad, Stick-On (2" x 3"), 100 sheets per pad			
	10	piece	Ballpoint Pen, Fine Point, Black			
	10	piece	Ballpoint Pen, Fine Point, Blue			
			<b>Approved Budget for the Contract: PhP304.44</b>			
5	50	piece	Ballpoint Pen, Fine Point, Black			
	50	piece	Ballpoint Pen, Fine Point, Blue			
			<b>Approved Budget for the Contract: PhP1,000.00</b>			
6	30	piece	Glue Stick, Big			
	1	kilo	Kamiseta Rug, Round			
			<b>Approved Budget for the Contract: PhP600.00</b>			
7	280	piece	DVD-Rewritable, Speed: 4x min. 4.7GB capacity min.			
			<b>Approved Budget for the Contract: PhP19,600.00</b>			
8	5	box	Staple Wire, for heavy duty stapler, (23/13) #10			
	5	box	Staple Wire, for heavy duty stapler, (23/13) #8			
			<b>Approved Budget for the Contract: PhP575.00</b>			
9	10	piece	Vinyl Folder, for Legal size documents			
	50	piece	Ballpoint Pen, Black			
	24	set	Indicator Flag/Flaglets, with "Sign Here" text, 50s/set			
	4	pack	Sticker Paper, Matte, A4 size, 20 sheets/pack			
			<b>Page 1 of 2</b>			

PURPOSE : For the use of SB, PSB, IAS, RGMO, NHTO, DRMB, SB, HRMDS, ISSO, OAS SS, OUS-Operations, OAS-Admin., ICTMS

PR No. 2019051609, 2019061661, 2019061630, 2019020555, 2019051456, 2019051427, 2019051480, 2019051454, 2019061621, 2019051542, 2019051546, 2019030852

IMPORTANT: The winning bidder MUST pick-up duplicate copy and 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/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

RFQ No. 19-1167 Shopping (B)  
 Date: July 1, 2019

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Philgeps Reg. No : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please indicate the detailed specifications of the product/services being offered in the space provided below)</small>	Unit Cost	Total Cost
cont. 9	5	piece	Tape, Cloth Book, 2", 6 meters length			
	5	piece	Tape, Double-Edged, 1" with cushion, 6 meters length			
	5	piece	Tape, Double-Edged, 1" without cushion, 6 meters length			
<b>Approved Budget for the Contract: Php6,810.00</b>						
10	5	piece	Sign Pen, Blue, Liquid/Gel Ink, 0.7mm needle tip			
	5	piece	Sign Pen, Green, Liquid/Gel Ink, 0.7mm needle tip			
	2	box	Paper Fastener, Plastic, with 70mm prongs, 25mm capacity			
	3	box	Box, File Storage with Lid, Blue, size: 16-3/4" (L) x 13-3/4" (W) x 10-5/8" (H)			
	10	box	Box, File Storage, with strings (39cm x 31cm x 27cm)			
	10	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	10	piece	Sliding Folder, Plastic, Clear, White Bar, A4 size			
10	piece	Sliding Folder, Plastic, Clear, White Bar, Legal size				
<b>Approved Budget for the Contract: Php6,342.10</b>						
11	6	piece	Adhesive Tape, Cloth Book, 2" width			
	3	pack	Specialty Board, A4 size, 10s/pack			
	10	piece	Indicator Tag/Flaglets, Plain, Plastic, Assorted Colors			
	10	piece	Indicator Tag/Flaglets, with "Sign Here" text			
	12	pack	Sticker Paper, Matte, 10 pieces/pack			
<b>Approved Budget for the Contract: Php3,780.00</b>						
12	15	set	Marker, Fluorescent, 3 assorted colors per set (Yellow, Green and Orange)			
	18	piece	Sign Pen, Black, Liquid/Gel Ink, 0.7mm needle tip			
	18	piece	Sign Pen, Blue, Liquid/Gel Ink, 0.7mm needle tip			
	18	piece	Sign Pen, Red, Liquid/Gel Ink, 0.7mm needle tip			
	3	pack	Sheet Divider, Plastic, A4 size, 10pcs/pack			
	30	piece	Ballpoint Pen, Fine Point, 10-Black, 10-Blue, 10-Red			
	15	piece	Folder, Clear, Presentation, A4 size			
	15	piece	Folder, Clear, Presentation, Legal size			
	9	piece	Folder, Vinyl, Expanding, Legal size, Assorted Colors			
	15	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	12	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	6	pad	Note Pad, 2" x 2", 100 sheets/pad			
<b>Approved Budget for the Contract: Php8,713.32</b>						
xxxxxxxx-Nothing Follows-xxxxxxxx						
Page 2 of 2						

**PURPOSE :** For the use of SB, PSB, IAS, RGMO, NHTO, DRMB, SB, HRMDS, ISSO, OAS SS, OUS-Operations, OAS-Admin., ICTMS  
**PR No.** 2019051609, 2019061661, 2019061630, 2019020555, 2019051456, 2019051427, 2019051480, 2019051454, 2019061621, 2019051542, 2019051546, 2019030852  
**IMPORTANT:** The winning bidder **MUST** pick-up duplicate copy and 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/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