

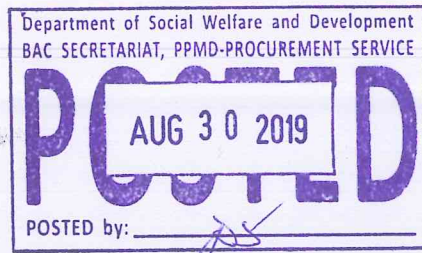
Arjay

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

REQUEST FOR QUOTATION

RFQ No. 19-1399 Shopping (B)  
Date: August 27, 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 03 September 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 ANTONETTE A. AGUDO**  
Officer-In-Charge, PMS  
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."

**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

Annex A

RFQ No. **19-1399** Shopping (B)  
Date: August 27, 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	5	roll	Adhesive Tape, Double-Edge, 1" width <i>Approved Budget for the Contract: PhP1,030.00</i>			
2	12	pack	Sticker Paper, Matte <i>Approved Budget for the Contract: PhP720.00</i>			
3	30	piece	Indicator Tag/Flaglets, Plain, Plastic, Assorted Color			
	30	piece	Indicator Tag/Flaglets, with "Sign Here" text <i>Approved Budget for the Contract: PhP5,400.00</i>			
4	10	piece	Ballpoint Pen, Fine Point, Black			
	10	piece	Ballpoint Pen, Fine Point, Blue <i>Approved Budget for the Contract: PhP2,500.00</i>			
5	20	pack	Bristol Board, A4 size, Assorted Color, 220 gsm (Blue, Green, Yellow, Orange, Pink, White) <i>Approved Budget for the Contract: PhP4,600.00</i>			
6	5	piece	Adhesive Tape, Cloth Book, 1" width			
	10	piece	Adhesive Tape, Cloth Book, 1.5" width			
	10	piece	Adhesive Tape, Cloth Book, 2" width			
	10	piece	Adhesive Tape, Cloth Book, 3" width <i>Approved Budget for the Contract: PhP6,672.00</i>			
7	100	set	Indicator Tag/Flaglets, Plain, Plastic, Assorted Color, 50s/set			
	100	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set <i>Approved Budget for the Contract: PhP28,500.00</i>			
8	30	ream	Paper, Multicopy, 80gsm, B4 size, (250mm x 353mm) <i>Approved Budget for the Contract: PhP9,300.00</i>			
9	1	ream	Paper Conqueror, Ivory, Texture Laid, size A4 size (210mm x 297mm) 90g., 500 sheets per ream <i>Approved Budget for the Contract: PhP1,500.00</i>			
10	28	piece	Ballpoint Pen, Fine Point, Black			
	28	piece	Ballpoint Pen, Fine Point, Blue <i>Approved Budget for the Contract: PhP840.00</i>			
			xxxxxxxxxx-Nothing Follows-xxxxxxxxxx			

PURPOSE : For the use of ICTMS, OAS-Admin, PMB, DRMB, FMS  
PR No. 2019020403, 2019-07-00298, 2019-07-00126, 2019-07-00029, 2019-07-00038

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. 951-71116 / Fax No. 931-6139

\_\_\_\_\_  
 Signature over printed name  
 Supplier