

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

REQUEST FOR QUOTATION

RFQ No. 18-0582 Shopping (B)
Date: May 23, 2018

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 **Certificate of 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 numbers 951-7116** or **email to quotations@dswd.gov.ph** not later than **03:00 PM 21 June 2018 (Thursday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.



Very truly yours,

(ORIGINAL SIGNED)
KARINA ANTONETTE A. AGUDO
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
- 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 final inspection and acceptance.
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."

(ORIGINAL SIGNED)
RENEL JOANNE G. GAMBITO
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **18-0582** Shopping (B)
Date: May 23, 2018Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
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	180	piece	File Storage Box, 15" x 12" x 10", with cover			
	20	piece	Folder, Vinyl, Expanding, Legal size, Assorted Colors			
	100	piece	Sign Pen, Green			
	8	pad	Note Pad, 2" x 2", 100 sheets/pad			
	2	bundle	Ring Binder, 19mm x 1.12m (3/4" x 44"), Plastic, 10 pcs/bundle			
			Approved Budget for the Contract: PhP34,791.84			
2	5	piece	Folder, Archfile, A4, 1"			
	5	piece	Folder, Archfile, A4, 2"			
	5	piece	Folder, Archfile, A4, 3"			
			Approved Budget for the Contract: PhP2,820.00			
3	11	piece	Puncher, paper, heavy duty, with two hole guide, 1 piece in individual box			
			Approved Budget for the Contract: PhP1,441.00			
4	1	bundle	Rags, All Cotton, 32 pieces bundle min			
	60	piece	Folder, Clear, Presentation, A4, with built-in fastener, hard at the back (report cover folder) color: Violet			
	4	piece	Sign Pen, High Tech Pen, Rollerball Pen, 0.7 mm, Blue			
	10	piece	Sign Pen, High Tech Pen, Rollerball Pen, 0.7 mm, Black			
			Approved Budget for the Contract: PhP4,030.00			
5	16	piece	Marker, Permanent, Red			
	16	piece	Marking Pen, Whiteboard, Black			
	2	piece	Certificate Holder, A4 size			
			Approved Budget for the Contract: PhP588.00			
6	25	piece	Magazine File Box, Large size, Red			
			Approved Budget for the Contract: PhP1,081.50			
			Page 1 of 2			

PURPOSE : Various Office Supplies for the use of AD, BD, CPSB/CID, OUSGASSG, OAS-A, OUS-SC, OASOSG, SWIDB**PR No.** 2018020500, 2018041003, 2018051341, 2018051284, 2018041066, 2018041107, 2018051276, 2018040959, 2018041146, 2018051277**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.

(ORIGINAL SIGNED)

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. **18-0582** Shopping (B)
 Date: May 23, 2018

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 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)		
7	10	pack	Paper, Vellum/Bristol Board, A4 size, 220gsm, 10pcs/pack			
	1	bundle	Ring Binder, 12.7mm x 1.12m (1/2" x 44"), Plastic, 10pcs/bundle			
	1	bundle	Ring Binder, 25mm x 1.12m (1" x 44"), Plastic, 10pcs/bundle			
	6	piece	Sign Pen, High Tech Pen, Rollerball Pen, 0.7 mm, Blue			
Approved Budget for the Contract: PhP1,330.00						
8	20	pad	Note Pad, 2" x 2", 100 sheets/pad			
	20	pad	Note Pad, 3" x 3", 100 sheets/pad			
	120	piece	Plastic Envelopes with Plastic Button, Closure and 1" expansion, Color: Assorted/Frosted, Size: 6.25 x 9.25 inches (Please see sample)			
	42	piece	Binder, 3-ring, D-type, A4, 2 inches, with insert clear-view pocket on front, back & spine for label, black			
	10	roll	Tape, Masking, 1 inch			
	10	roll	Tape, Double-Edged 1" without cushion, 6 meters length			
	20	piece	Box, with string and button closure, 12"W x 10"H x 15"L			
	Approved Budget for the Contract: PhP29,304.40					
xxxxxxxx-Nothing Follows-xxxxxxxx						
Page 2 of 2						

PURPOSE : Various Office Supplies for the use of AD, BD, CPSB/CID, OUSGASSG, OAS-A, OUS-SC, OASOSG, SWIDB

PR No. 2018020500, 2018041003, 2018051341, 2018051284, 2018041066, 2018041107, 2018051276, 2018040959, 2018041146, 2018051277

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.

(ORIGINAL SIGNED)

RENEL JOANNE G. GAMBITO

Procurement Officer

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

 Signature over printed name
 Supplier