

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

REQUEST FOR QUOTATION

RFQ No. 18-0634 Shopping (B)
Date: May 31, 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 of June 11, 2018 (Monday)**. 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.

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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	1	box	Clip Backfold, All metal, clamping, 50mm (-1mm)			
	20	piece	Correction Tape, Film Base Type, 6m (min)			
	10	pad	Note Pad, Stick-On, 3" x 3"			
	3	pad	Note Pad, Stick-On, 3" x 4"			
	5	roll	Tape, Transparent, width: 24mm			
	30	piece	Ballpen, Fine Point, Color: 15pcs Black and 15pcs. Blue			
Approved Budget for the Contract: PhP39,546.39						
2	50	piece	Folder, File Tagboard, for Legal size documents			
	3	roll	Tape, Transparent, width: 24mm, 50 meters length			
	15	piece	DVD Rewritable, Speed 4x min, 4.7GB capacity min.			
	10	piece	Clear Book, 60 pocket, A4 size			
	6	piece	Marker Pen, Permanent, Bullet Type, Black			
	1	bundle	Ring Binder, 12.7mm x 1.12mm (1/2" x 44") 10 pcs/bundle			
	1	bundle	Ring Binder, 19mm x 1.12mm (3/4" x 44") 10 pcs/bundle			
	1	bundle	Ring Binder, 25mm x 1.12mm (1" x 44") 10 pcs/bundle			
1	bundle	Ring Binder, 50mm x 1.12mm (2" x 44") 10 pcs/bundle				
Approved Budget for the Contract: PhP2,919.68						
3	6	pack	Sticker Paper, Matte, A4 size, 20 sheets/pack			
	50	piece	ID Jacket with string, 3 x 4, 50pcs/box			
	1	unit	Mouse, Optical Sensor, Clickable Scroll Wheel, Weight: ≤.25 lbs, USB			
			Connectivity (Plug and Play), Warranty & SLA: ≥ 1 month Hardware warranty - next business days parts/unit replacement			
Approved Budget for the Contract: PhP1,490.00						
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PURPOSE : Various Office Supplies for the use of AS-GSD, COA-DSWD, ICTMS, PDPB and LS

PR No. 2018051310, 2018051508, 2018051517, 2018010135, 2018030729, 2018051293

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

