

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

REQUEST FOR QUOTATION

RFQ No. 18-0653 Shopping (B)  
Date: June 01, 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,

(ORIGINA 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](http://www.philgeps.gov.ph) and register for free."

(ORIGINA SIGNED)  
**RENEL JOANNE G. GAMBITO**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

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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	412	pack	Battery, size AA, 2 pcs/pack, heavy duty			
	407	pack	Battery, size AAA, 2pcs/pack, heavy duty			
<b>Approved Budget for the Contract: PhP15,547.22</b>						
2	17	box	Carbon Film, A4 size, 100 sheets per box			
	201	piece	Clearbook, A4 size, 60 pockets			
	143	piece	Clearbook, Legal size, 60 pockets			
<b>Approved Budget for the Contract: PhP16,303.71</b>						
3	812	box	Clip, Backfold, 32mm, 12 pieces per box			
	394	box	Paper Clip, 33mm, 100 pieces per box			
<b>Approved Budget for the Contract: PhP18,661.28</b>						
4	612	piece	Data File Box, Made of chipboard with closed ends			
	23	piece	Magazine File Box, Large			
<b>Approved Budget for the Contract: PhP43,662.16</b>						
5	32	box	Envelope, Documentary, for A4 size document, 500 pieces per box			
	73	box	Envelope, Expanding, Kraftboard, for Legal size with string, 100 pcs per box			
	14	box	Envelope, Mailing, 500 pieces per box			
	1	box	Envelope, Mailing with window, 500 pieces per box			
<b>Approved Budget for the Contract: PhP64,949.19</b>						
6	18	piece	Eraser, felt for blackboard or whiteboard			
	308	piece	Eraser, Plastic or Rubber			
	60	box	Rubberband, 70mm min., lay flat length (#18)			
<b>Approved Budget for the Contract: PhP7,643.50</b>						
7	12	box	Folder, Pressboard, size: 240mm x 370mm (-5mm), 100 pieces per box			
	304	bundle	Looseleaf Cover, 50 sets per bundle			
<b>Approved Budget for the Contract: PhP206,560.64</b>						
<b>Page 1 of 2</b>						

PURPOSE : Stockpile

PR No. 2018030801

**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.**

(ORIGINA SIGNED)

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

(Signature over printed name)  
Supplier

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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)		
8	733	pad	Note Pad, Stick-On, 3" x 3", 100 sheets per pad			
	743	pad	Note Pad, Stick-On, 3" x 4", 100 sheets per pad			
	120	book	Record Book, 300 pages, size: 214mm x 278mm min.			
			<b>Approved Budget for the Contract: PhP80,978.46</b>			
9	1682	piece	Sign Pen, Black, Liquid/Gel Ink, 0.5mm, needle tip			
	1626	piece	Sign Pen, Blue, Liquid/Gel Ink, 0.5mm, needle tip			
	339	piece	Sign Pen, Red, Liquid/Gel Ink, 0.5mm, needle tip			
			<b>Approved Budget for the Contract: PhP126,222.67</b>			
10	53	bottle	Stamp Pad Ink, Purple or Violet, 50ml (min.)			
	39	piece	Stamp Pad, Felt, Bed Dimension: 60mm x 100mm			
			<b>Approved Budget for the Contract: PhP2,384.13</b>			
11	565	box	Staple Wire, Standard, Copperwire			
	48	piece	Stapler, Standard Type, Load Cap: 200 staples min.			
	99	piece	Staple Remover, Plier Type			
			<b>Approved Budget for the Contract: PhP17,434.09</b>			
12	47	tube	Cutter Blade, 10 pieces per tube			
	57	piece	Puncher, Paper, Heavy Duty, with two-hole guide			
	48	pair	Scissors, symmetrical, blade length: 65mm			
			<b>Approved Budget for the Contract: PhP7,885.24</b>			
13	500	pouch	Detergent Powder, All Purpose, 1kg. Per pouch			
	59	bundle	Rags, All Cotton, 32 pieces per kilo per bundle			
	3	pack	Scouring Pad, Made of Synthetic Nylon, 150mmx200mm, thickness: 8mm, Green			
			<b>Approved Budget for the Contract: PhP21,955.59</b>			
			xxxxxxxx-Nothing Follows-xxxxxxxx			
			<b>Page 2 of 2</b>			

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PR No. 2018030801

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**RENEL JOANNE G. GAMBITO**  
 Procurement Officer  
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 (Signature over printed name)  
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