

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

REQUEST FOR QUOTATION

RFQ No. 18-0830 Shopping (B)  
Date: July 5, 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**.

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 3:00 P.M of 16 July 2018. 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. **18-0830** Shopping (B)  
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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	100	piece	Corrugated Box, with string, 24" x 15" x 10"			
	50	pack	Bristol Board, A4, 220 gsm, Orange			
	50	pack	Bristol Board, A4, 220 gsm, White			
	100	set	Indicator Tag with "Sign Here" text, 50s			
	150	set	Indicator Tag, Plain, 50s/set			
			<b>Approved Budget for the Contract: PhP98,500.00</b>			
2	24	piece	Permanent Marker, Black, Bullet Type			
	6	pack	Metacard, 3.5" x 11.5" in size, 50pcs/pack, Assorted Color/pack: Blue, Green, Yellow, Pink			
	40	piece	Expanding Envelope, Plastic with string and loop closure, Legal size, Color: Blue/Red/Yellow/Green			
			<b>Approved Budget for the Contract: PhP2,720.00</b>			
3	2	bundle	Rags, All Cotton, 32 pieces per kilo			
	50	piece	Data Folder, Made with Chipboard, Taglia Lock, 3" x 9" x 15"			
			<b>Approved Budget for the Contract: PhP4,003.24</b>			
4	150	pack	Green Colored Paper, A4 size, 20pcs/pack			
	150	pack	Pink Colored Paper, A4, 20pcs/pack			
			<b>Approved Budget for the Contract: PhP12,000.00</b>			
5	50	piece	DVD, Recordable, with casing, 4.7GB, 120 min.			
	50	piece	DVD, Rewritable, with casing, 4.7GB, 120 min.			
	100	piece	DVD, Double Layer, with casing Rewritable, 8.5GB, 8x			
			<b>Approved Budget for the Contract: PhP11,500.00</b>			
6	120	piece	Data Folder, made of chipboard, taglia lock			
	12	box	Envelope Documentary, for A4 size document			
	2	piece	Paper Tape, for Adding Machine, 2-1/4" width, Whitebond, 55 gsm			
			<b>Approved Budget for the Contract: PhP13,960.44</b>			
			<b>Page 1 of 4</b>			

**PURPOSE :** For the use of Pantawid, STB, AS-RAMD, AS-GSD, FMS-SPD, IAS, NRLMS, AS-OD, GSD-AMBPS, SMS, OAS FLS, STB, AS-BGMD, CPSB**PR No.** 2018061876, 2018061788, 2018061713, 2018051310, 2018051605, 2018061944, 2018061883, 2018061781, 2018061753, 2018051648, 2018061731, 2018061706, 2018061703, 2018061679, 2018051646, 2018051564**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

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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)		
7	60	pack	Battery, Dry Cell, AA, 2 pieces per blister pack			
	60	pack	Battery, Dry Cell, AAA, 2 pieces per blister pack			
	30	piece	Marker, Permanent, Bullet Type, Black			
	30	piece	Marker, Permanent, Bullet Type, Red			
	360	piece	Sign Pen, Black, Liquid/Gel Ink, 0.5mm needle tip			
	360	piece	Sign Pen, Blue, Liquid/Gel Ink, 0.5mm needle tip			
	120	piece	DVD Rewritable, 4x speed, 4.7GB capacity min.			
	5	piece	Stapler, Standard Type, Load Cap: 200 staples min.			
	6	bundle	Rags, All Cotton, 32 pcs per kilo			
3	piece	Cutter Pliers, size 6"				
			<b>Approved Budget for the Contract: PhP33,240.53</b>			
8	50	piece	Box, Corrugated with string, 24" x 15" x 10"			
	50	piece	Box, File Storage, 39cm x 31cm x 27cm			
	10	piece	Certificate Frame, A4 size			
	100	piece	Certificate Holder, A4 size			
	10	piece	Index Card Box, Imported Imitlin Cover, 4-3/8" x 5-5/8" x 4" size			
			<b>Approved Budget for the Contract: PhP25,690.00</b>			
9	40	pack	Bristol Board, A4 size, White, 100 pieces/pack, 220 gsm			
	50	pack	Paper, Photo, Glossy, A4 size, 10pcs/pack			
	50	pad	Note Pad, 2" x 2", 100 sheets/pad			
			<b>Approved Budget for the Contract: PhP35,200.00</b>			
10	500	piece	ID Jacket with string, 3" x 4"			
	50	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	50	piece	Marking Pen, Felt Tip, Fine Point, Permanent, Black/Blue/Red			
			<b>Approved Budget for the Contract: PhP11,750.00</b>			
			<b>Page 2 of 4</b>			

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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)		
11	3	piece	Marker, Permanent, Bullet Type, Black			
	3	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm			
	2	roll	Tape, Transparent, width: 24mm			
	1	piece	Dating and Stamping Machine, Heavy Duty			
			<b>Approved Budget for the Contract: PhP1,033.18</b>			
12	5	box	Envelope, Mailing, White, 80gsm			
	30	piece	Marker, Permanent, Bullet Type, Red			
	100	pad	Note Pad, 2" x 2", 100 sheets/pad			
	50	roll	Tape, Transparent, width: 24mm			
			<b>Approved Budget for the Contract: PhP12,480.90</b>			
13	30	piece	Ballpoint Pen, Fine Point, Green			
	45	piece	Ballpoint Pen, Fine Point, Blue			
	15	piece	Ballpoint Pen, Fine Point, Black			
	20	piece	Sign Pen, Red, Liquid/Gel Ink, 0.5mm needle tip			
	7	piece	Marker, Permanent, Bullet Type, Black			
	2	box	Sign Pen, Hightech Pen, 1.0mm, Blue, 12s/box			
			<b>Approved Budget for the Contract: PhP3,937.08</b>			
14	15	piece	Data Folder, Made of Chipboard, Taglia Lock			
	1	box	Envelope, Mailing, White, 80gsm (-5%)			
	1	box	Envelope, Mailing, White, with Window			
	1	box	Folder, Pressboard, size: 240mm x 370mm (-5mm)			
	1	box	Folder, Tagboard, for Legal size documents			
	8	piece	Certificate Holder, A4 size			
	15	piece	Box, File Storage, 39cm x 31cm x 27cm			
			<b>Approved Budget for the Contract: PhP6,478.46</b>			
			<b>Page 3 of 4</b>			

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