

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

REQUEST FOR QUOTATION

RFQ No. 18-1238 Shopping (B)
Date: August 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 number **951-7116** or email to **quotations@dswd.gov.ph** not later than **3:00 P.M of 10 September 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

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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	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			
			Approved Budget for the Contract: PhP98,500.00			
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			
			Approved Budget for the Contract: PhP2,720.00			
3	2	bundle	Rags, All Cotton, 32 pieces per kilo			
	50	piece	Data Folder, Made with Chipboard, Taglia Lock, 3" x 9" x 15"			
			Approved Budget for the Contract: PhP4,003.24			
4	150	pack	Green Colored Paper, A4 size, 20pcs/pack			
	150	pack	Pink Colored Paper, A4, 20pcs/pack			
			Approved Budget for the Contract: PhP12,000.00			
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			
			Approved Budget for the Contract: PhP11,500.00			
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			
			Approved Budget for the Contract: PhP13,960.44			
			Page 1 of 4			

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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				(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"			
			Approved Budget for the Contract: PhP33,240.53			
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			
			Approved Budget for the Contract: PhP25,690.00			
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			
			Approved Budget for the Contract: PhP35,200.00			
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			
			Approved Budget for the Contract: PhP11,750.00			
			Page 2 of 4			

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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			
			Approved Budget for the Contract: PhP1,033.18			
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			
			Approved Budget for the Contract: PhP12,480.90			
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			
			Approved Budget for the Contract: PhP3,937.08			
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 31 cm x 27cm			
			Approved Budget for the Contract: PhP6,478.46			
			Page 3 of 4			

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