

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

REQUEST FOR QUOTATION

RFQ No. 18-1271 Shopping (B)
Date: August 29, 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)
ESTER R. EGAMINO

Administrative Officer V and Officer-In-Charge,
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

RFQ No. **18-1271** Shopping (B)
 Date: August 29, 2018

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Philgeps Reg. No : _____
 TIN No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please indicate the detailed specifications of the product/services being offered in the space provided below)</small>	Unit Cost	Total Cost
1	4	bottle	Ink, Automatic Stamping Machine, Black			
	4	bottle	Ink, Automatic Stamping Machine, Blue			
	50	piece	Clip, Backfold, 3"			
	50	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	50	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	40	piece	Marking Pen, Felt Tip, Bullet Type, Black/Blue			
	20	roll	Tape, Transparent, 24mm, 50 meters			
	10	roll	Tape, Transparent, 48mm, 50 meters			
	5	piece	Sign Pen, Red, Liquid/Gel Ink, 0.5mm Needle Tip			
1	box	Sign Pen, Hightech Pen, Rollerball Pen, 0.7mm, Blue, 12s/box				
5	piece	Data File Box, with finger ring, 5" x 9" x 15-3/4"				
			Approved Budget for the Contract: PhP14,017.20			
2	3	pack	Bristol Board, A4 size, Green, 100 pieces/pack, 220gsm			
	15	pack	Bristol Board, A4 size, Orange, 100 pieces/pack, 220gsm			
	50	pack	Bristol Board, Light Green, A4, 100 pieces/packet, 220gsm			
	50	pack	Bristol Board, Light Orange, A4, 100 pieces/packet, 220gsm			
	50	pack	Bristol Board, Light Pink, A4, 100 pieces/packet, 220gsm			
	50	pack	Bristol Board, Light Blue, A4, 100 pieces/packet, 220gsm			
	50	pack	Bristol Board, Light Yellow, A4, 100 pieces/packet, 220gsm			
			Approved Budget for the Contract: PhP101,840.00			
3	18	pad	Note Pad, 2" x 2", 100 sheets/pad			
	10	pad	Note Pad, 2" x 3", 100 sheets/pad			
	10	pad	Note Pad, 3" x 3", 100 sheets/pad			
	10	pad	Note Pad, 3" x 4", 100 sheets/pad			
	1	pack	Paper Photo, Glossy, A4, 10pcs/pack			
			Approved Budget for the Contract: PhP3,208.24			
4	3	cart	Ribbon, Dot Matrix for ETP-20 Time/Date Stamp			
			Approved Budget for the Contract: PhP6,900.00			
5	20	unit	Heavy Duty Stapler, Standard size #35			
	50	unit	Staple Remover, Twin Jaw			
	20	unit	Heavy Duty Tape Dispense, 1" width, Transparent Tape			
	25	unit	Heavy Duty Scissors			
			Approved Budget for the Contract: PhP12,875.00			
			xxxxxxxx-Nothing Follows-xxxxxxxx			

PURPOSE : For the use of SB, AS-OD and SWIDB

PR No. 2018061804, 2018062011, 2018072373, 2018072441

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