

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

REQUEST FOR QUOTATION

RFQ No. 18-1497 Shopping (B)
Date: September 28, 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 **931-6139** or email to **quotations@dswd.gov.ph** not later than **5:00 P.M of 10 October 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)
GERMAINE TRITTLE P. LEONIN
Concurrent 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 complete submission of supporting documents
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
Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **18-1497** Shopping (B)
Date: September 28, 2018Company Name : _____
Company Address : _____
Contact Person : _____
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	10	piece	Staple Remover, Plier Type			
	10	piece	Staple Remover, Twin Jaws			
Approved Budget for the Contract: PhP850.00						
2	10	piece	Data File Folder, with two hole			
	2	pack	Folder, Tagboard, Legal size, 100s/pack			
	2	pack	Folder, Tagboard, A4 size, 100s/pack			
	15	piece	Box, Corrugated, with string			
	5	piece	Data File Box, 5" x 9" x 15-3/4"			
	50	piece	Notebook, Steno, 40 leaves, ruled both sides			
	1	pack	Bristol Board, Green, A4, 100 pieces/packet			
	1	pack	Bristol Board, Yellow, A4, 100 pieces/packet			
Approved Budget for the Contract: PhP6,417.00						
3	100	piece	Ballpoint Pen, Fine Point, Blue			
	100	piece	Ballpoint Pen, Fine Point, Black			
	15	bottle	Alcohol, 70%, Ethyl, 500ml			
	15	piece	Correction Tape, disposable, usable length of 6 meters (min.), 5mm width			
	4	kilo	Rags, Cotton			
	4	set	Indicator Tag/Flaglets, with "Sign Here" text			
	4	roll	Masking Tape, 2" (48mm) width, 50 meters			
	6	roll	Tape, Transparent 1" (24mm) width, 50 meters			
Approved Budget for the Contract: PhP4,996.98						
4	60	piece	Ballpoint Pen, Fine Point, Black / Blue / Red			
	10	piece	Box, File Storage 39cm x 31cm x 27cm			
	5	pack	Bristol Board, A4 size, Assorted Color (Blue, Green, Yellow, Orange) 100 pcs/pack, 220gsm			
	10	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	10	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	5	pad	Note Pad, 2" x 2", 100 sheets/pad			
Approved Budget for the Contract: PhP6,841.50						
Page 1 of 3						

PURPOSE : For the use of STB, PSB, OASPPG (SB-UCT PMO), OAS FLS, OUSDRMG, BD

PR No. 2018072828, 2018083043, 2018083042, 2018083055, 2018062232, 2018083083, 2018083024, 2018083052

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

RFQ No. **18-1497** Shopping (B)
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Company Name : _____
 Company Address : _____
 Contact Person : _____
 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)		
5	2	pack	Bristol Board, A4 size, Assorted Color (Blue, Green, Yellow, Orange) 100 pcs/pack, 220gsm			
	10	pack	Clear Book, 60 pockets, A4 size			
	10	piece	Document Holder, Plastic with Zipper and Handle, Legal size			
	10	pad	Notepad, 3-7/8" x 5-7/8", 100 sheets/pad, with lines (4" x 6")			
	2	case	Push Pin, Flat Head Type, Assorted Colors, 100s/case			
	12	piece	Sign Pen, Hightech Pen, Rollerball Pen, 0.7mm, Blue			
	2	pack	Sticker Paper, Matte, A4 size (20 sheets/pack)			
	4	roll	Tape Transparent, 24mm, 50 meters			
	4	roll	Tape Transparent, 48mm, 50 meters			
	12	piece	Sign Pen, Red, Liquid/Gel Ink, 0.5mm needle			
5	kilo	Rags, All Cotton				
Approved Budget for the Contract: PhP8,099.12						
6	2	piece	Staple Remover, Plier Type			
	3	piece	Staple Remover, Twin Jaws			
	1	pack	Bristol Board, Legal size, Assorted Color (Blue, Green, Yellow, Orange) 100 pcs/pack, 220gsm			
	5	piece	Compact Disk, Rewritable, 650/700MB Capacity			
	5	piece	Compact Disk Storage Case, 50 CDs capacity, made of durable plastic or nylon, fabric, double sided sleeves, with closure			
	5	piece	Data File Box, with Finger Ring, 5" x 9" x 15-3/4"			
	5	piece	DVD Rewritable, 16x Speed, 4.7GB capacity			
	2	pad	Note Pad 2" x 2", 100 sheets/pad			
	1	pack	Paper, Photo, Glossy, A4, 10pcs/pack			
10	piece	Sign Pen, Hightech Pen, 0.7mm, Black/Blue				
Approved Budget for the Contract: PhP3,656.24						
7	6	piece	Box, Corrugated with String, 29" x 15" x 10"			
	6	piece	Box, File Storage, 39cm x 31cm x 27cm			
	10	pad	Note Pad 2" x 2", 400 sheets/pad			
	15	pad	Note Pad 2" x 3", 100 sheets/pad			
	15	pad	Note Pad 3" x 3", 100 sheets/pad			
	15	pad	Note Pad 3" x 4", 100 sheets/pad			
	20	pad	Note Pad 4" x 6", 100 sheets/pad			
4	pack	Specialty Board, A4 size, 20pcs/pack				
Approved Budget for the Contract: PhP9,467.90						
Page 2 of 3						

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(ORIGINAL SIGNED)

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

 Signature over printed name
 Supplier

