

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

REQUEST FOR QUOTATION

RFQ No. 18-1773 Shopping (B)
Date: November 19, 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 05 December 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."
- This procurement project is "**procurement short of award**"

(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

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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	2	roll	Adhesive Tape, Cloth Book, 1" width			
	2	roll	Adhesive Tape, Cloth Book, 1-1/2" width			
	2	roll	Adhesive Tape, Double Edge, 1" width, without cushion			
	75	piece	Ballpoint Pen, Fine Point, Blue			
			Approved Budget for the Contract: PhP1,710.00			
2	150	piece	Ballpoint Pen, Fine Point, Black			
	100	piece	Ballpoint Pen, Fine Point, Blue			
	2	box	Laminating Film, A4			
	20	set	Indicator Tag, with "Sign Here" text			
			Approved Budget for the Contract: PhP5,580.00			
3	10	piece	Box, File Storage, 39cm x 31cm x 27cm			
	2	ream	Paper Multicopy, 80gsm, size: A3			
	20	pad	Note Pad, 2" x 2", 100 sheets/pad			
	20	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	24	piece	Sign Pen, Hightech Pen, Rollerball Pen, 1.0mm, Blue, 12's/box			
	24	piece	Sign Pen, Hightech Pen, 0.7mm, Black/Blue			
	2	pack	Sticker Paper, Matte, A4 size, 20 sheets/pack			
	2	roll	Tape, Cloth Book, 1-1/2", 6 meters length			
	2	roll	Tape, Cloth Book, 2", 6 meters length			
2	roll	Tape, Cloth Book, 3", 6 meters length				
			Approved Budget for the Contract: PhP12,290.00			
4	3	roll	Trashbag, Plastic, Transparent			
	2	piece	Extension Cord, 6 outlet, 10 meters			
	1	piece	Stapler, Long Reach, Heavy Duty			
			Approved Budget for the Contract: PhP3,419.64			
			Page 1 of 2			

PURPOSE : For the use of AD, PSB, OASPPG (SB-UCT), STB, IAS and SWIDB

PR No. 2018103641, 2018103895, 2018103536, 2018103626, 2018103556, 2018103454, 2018103707

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
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5	700	piece	ID Lace Jacket, 4" x 3" size			
	700	piece	Ballpoint Pen, 0.5mm point			
	700	piece	Plastic Envelope with zipper lock, Legal/Long Transparent Colored, Plain			
Approved Budget for the Contract: PhP91,000.00						
6	104	piece	ID Lace Jacket, 4" x 3" size			
	104	piece	Plastic Envelope with Holder, Legal size, Assorted			
Approved Budget for the Contract: PhP6,240.00						
7	30	roll	Adhesive Tape, Double Edge, 1" width, without cushion			
	6	pack	Battery, Dry Cell, 9V, Single Cell			
	40	piece	Ballpoint Pen, Fine Point, Black			
	3	gallon	Fabric Softener, 1 Gallon			
	30	pad	Note Pad, 2" x 2", 100 sheets/pad			
	5	pad	Note Pad, 4" x 6", 100 sheets/pad, Canary Yellow			
Approved Budget for the Contract: PhP14,992.20						
8	20	piece	Box, With String and Button, Closure, 12" (W) x 10" (H) x 15" (L)			
	15	piece	Box, File Storage, with Lid, Blue, size: 16-3/4" x 13-3/4" x 10-5/8" (<i>please refer to attached picture</i>)			
	40	piece	Data File Box, made with chipboard (5" x 9" x 15-3/4") Colors: Maroon, Green, Blue, Black, 10pcs/color			
	40	piece	Data Folder, with finger ring, 76mm x 230mm x 380mm, Colors: Maroon, Green, Blue, Black, 10pcs/color			
	40	piece	Envelope, Plastic with push lock, Legal size			
	1	box	Envelope, Expanding, Kraft, Legal size, with string, 100s/box			
Approved Budget for the Contract: PhP25,596.00						
xxxxxxxx-Nothing Follows-xxxxxxxx						
Page 2 of 2						

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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