

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

REQUEST FOR QUOTATION

RFQ No. 18-1845 Shopping (B)
Date: November 27, 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 **5:00 P.M of 10 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)
KARINA ANTONETTE A. AGUDO
Supervising Administrative Officer and 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 days
- 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."
- NOTE:** To facilitate the immediate implementation of the procurement of this project, the DSWD shall proceed with the procurement activities short of award, pursuant to Section 7.6 of the 2016 Revised IRR of R.A. 9184.

(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

RFQ No. **18-1845** Shopping (B)
Date: November 27, 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	2	bundle	Rags, All Cotton			
	33	piece	Ballpoint Pen, Fine Point, Black			
	33	piece	Ballpoint Pen, Fine Point, Blue			
	33	piece	Ballpoint Pen, Fine Point, Red			
	15	piece	Ballpoint Pen, Fine Point, Green			
	14	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	14	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	1	case	Map Pin, Round Head, 100s/case			
	1	jar	Paste with Applicator, 200 grams			
	20	piece	Sign Here, Hightech Pen, Rollerball Pen, 1.0mm, Blue			
Approved Budget for the Contract: PhP5,747.60						
2	4	roll	Adhesive Tape, Double-Edged, 1" without Cushion, 6 meters length			
	4	roll	Adhesive Tape, Cloth Book, 1" width			
	1	roll	Adhesive Tape, Cloth Book, 1-1/2" width			
	4	roll	Adhesive Tape, Cloth Book, 2" width			
	3	roll	Adhesive Tape, Double-Edged, 1" with Cushion			
Approved Budget for the Contract: PhP2,912.00						
3	10	piece	Box, Corrugated with String, 24" x 15" x 10"			
	30	piece	Box, File Storage, 39cm x 31cm x 27cm			
	6	pack	Bristol Board, A4 size, Assorted Color, 100pcs/pack, 220gsm			
	6	piece	Certificate Holder, A4 size			
	5	pad	Note Pad, 2" x 2", 100 sheets/pad			
	3	pack	Bristol Board, A4 size, White, 100pcs/pack, 220gsm			
	1	pack	Bristol Board, Legal size, Assorted Color, 100 pcs /pack, 220 gsm			
	1	pack	Bristol Board, Legal size, White, 100 pcs /pack, 220 gsm			
	1	pack	Folder, Tagboard, for A4 size documents			
	2	pack	Paper, Photo Glossy, A4 size, 10pcs/pack			
	2	pack	Paper, Photo, High Gloss, 4" x 6", 20 pcs/pack			
Approved Budget for the Contract: PhP12,609.90						
Page 1 of 2						

PURPOSE : For the use of AS-OD, OAS FLS, AS-GSD-AMBPS

PR No. 2018103575, 2018114294, 2018103467

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **18-1845** Shopping (B)
 Date: November 27, 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
4	4	unit	Cart, Ribbon, Dot Matrix for ETP-20, Time/Date Stamp			
Approved Budget for the Contract: PhP9,200.00						
5	20	piece	Sign Pen, Blue, Liquid/Gel Ink, 0.7mm Needle Tip			
	20	piece	Sign Pen, Green, Liquid/Gel Ink, 0.7mm Needle Tip			
	4	box	Paper Fastener, Plastic, with 70mm prongs, 25mm capacity			
	40	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	20	piece	Ballpoint Pen, Fine Point, Black/Blue/Red/Green			
Approved Budget for the Contract: PhP8,856.40						
6	12	box	Box, File Storage with Lid, Blue, size: 16-3/4" (L) x 13-3/4" (W) x 10-5/8" (H)			
	40	piece	Box, File Storage, with Strings, 39cm x 31cm x 27cm			
	2	pack	Bristol Board, A4 size, White, 100pcs/pack, 220 gsm			
	40	piece	Sliding Folder, Plastic, Clear, White Bar, A4 size			
	40	piece	Sliding Folder, Plastic, Clear, White Bar, Legal size			
	2	pack	Bristol Board, A4 size, Assorted Colors			
	2	pack	Bristol Board, Legal size, Assorted Colors			
Approved Budget for the Contract: PhP19,880.00						
xxxxxxxx-Nothing Follows-xxxxxxxx						
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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