

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

REQUEST FOR QUOTATION

RFQ No. 18-1913 Shopping (B)

Date: December 10, 2018

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

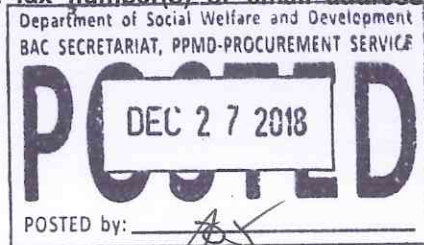
Sir/Madam:

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 09 January 2019**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.



Very truly yours,

Karina Antonette A. Agudo (12.18.18)

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.**

RENEL JOANNE G. GAMBITO

Procurement Officer

tel. Nos. 931-6139/ 931-8101 to 07 local 122/12.

(Signature over Printed Name)

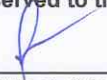
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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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	4	roll	Adhesive Tape, Cloth Book, 1" width, 6 meters length			
	4	roll	Adhesive Tape, Cloth Book, 1-1/2" width, 6 meters length			
	3	roll	Adhesive Tape, Cloth Book, 2" width, 6 meters length			
	3	roll	Adhesive Tape, Cloth Book, 3" width, 6 meters length			
	3	roll	Adhesive Tape, Double Edge, 1" width, with cushion			
	3	roll	Adhesive Tape, Double Edge, 1" without cushion			
			Approved Budget for the Contract: PhP3,257.00			
2	85	piece	Ballpoint Pen, Fine Point, Black			
	125	piece	Ballpoint Pen, Fine Point, Blue			
	50	piece	Ballpoint Pen, Fine Point, Red			
	50	piece	Ballpoint Pen, Fine Point, Green			
	2	set	Marking Pen, for Transparency Film, Fine Point, 6 colors/set			
			Approved Budget for the Contract: PhP3,250.00			
3	10	piece	Folder, Clear L-Type, A4 size			
	1	box	Envelope, Documentary, for A4 size document			
	20	piece	Folder, Clear, Presentation, A4 size			
	15	piece	Folder, Clear, Presentation, Legal size			
	2	piece	Folder, Vinyl, Expanding, Legal size			
	30	piece	Box File Storage, 39cm x 31cm x 27cm			
	5	pack	Sheet Divider, Plastic, A4 size, 10pcs/pack			
5	piece	Certificate Frame, A4 size				
			Approved Budget for the Contract: PhP10,561.89			
4	20	piece	Bathroom Soap, 25 grams (Guest size)			
	25	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	17	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	5	piece	Ruler, Plastic, 450cm (18") width: 38mm min			
	2	piece	Numbering Machine Ink, Black, 25ml, for metal stamps			
	1	bottle	Ink, Automatic Stamping Machine, for Trodat, Black			
10	set	Stick-On, "Sign Here" Flag, Yellow, 25x43mm				
			Approved Budget for the Contract: PhP6,919.40			
			Page 1 of 6			

PURPOSE : For the use of AS-GSD, OUSOPG-Promotive, AS-RAMD, DLLS, OULLASPDMMR, SLP-NPMO, FMS-OD, FMS-SPD, OUSPIM, PMS, AS-PAMD**PR No.** 2018114319, 2018114229, 2018114314, 2018114315, 2018114351, 2018114344, 2018104020, 2018103972, 2018103963, 2018103962, 2018103534, 2018103521, 2018103520, 2018103504**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.


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

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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)		
5	4	pack	Bristol Board, A4 size, White, 220 gsm, 100pcs/pack			
	12	pack	Bristol Board, A4 size, Assorted Color, 220 gsm, 100pcs/pack			
	3	pack	Bristol Board, Legal size, White, 220 gsm, 100pcs/pack			
	3	pack	Bristol Board, Legal size, Assorted Color, 220 gsm, 100pcs/pack			
Approved Budget for the Contract: PhP8,380.00						
6	4	pack	Paper Photo, Glossy, A4, 10pcs/pack			
	3	pack	Paper Photo, High Glossy, 4" x 6", 20pcs/pack			
	1	pack	Laminating Film, A4 size, 100pcs/pack			
	5	pad	Note Pad, 4" x 6"			
	40	pack	Sticker Paper, Matte, A4 size, 20 sheets/pack			
	5	ream	Colored Paper (Green, Pink, Orange, Red and Yellow) A4 size, 500pcs/ream			
	3	pad	Note Pad, 2" x 2", 100 sheets/pad			
25	pack	Paper Sticker, High Quality				
Approved Budget for the Contract: PhP35,906.34						
7	7	piece	Ballpen, Fine Point, Black			
	7	piece	Ballpen, Fine Point, Blue			
	5	piece	Ballpen, Fine Point, Red			
	5	set	Indicator Tag/Flaglet with "Sign Here" text, 50s/set			
Approved Budget for the Contract: PhP460.00						
8	200	set	Indicator Tag/Flaglet, Plain			
	160	piece	Ballpoint Pen, Fine Point, Black			
	160	piece	Ballpoint Pen, Fine Point, Blue			
	20	piece	Ballpoint Pen, Fine Point, Green			
	100	piece	DVD-Rewritable, Speed: 4x min. 4.7GB capacity min.			
Approved Budget for the Contract: PhP46,060.00						
9	6	roll	Adhesive Tape, Double-Edge, 1" width, with cushion			
	324	piece	Ballpoint Pen, Fine Point, Black/Blue			
	204	pad	Indicator Tag/Flaglets, Plain			
	124	pad	Indicator Tag/Flaglets, with "Sign Here" text			
	24	piece	Marking Pen, Felt Tip, Fine Point, Permanent, Black/Blue/Red			
Page 2 of 6						

PURPOSE : For the use of AS-GSD, OUSOPG-Promotive, AS-RAMD, DLLS, OULLASPD MR, SLP-NPMO, FMS-OD, FMS-SPD, OUSPIM, PMS, AS-PAMD**PR No.** 2018114319, 2018114229, 2018114314, 2018114315, 2018114351, 2018114344, 2018104020, 2018103972, 2018103963, 2018103962, 2018103534, 2018103521, 2018103520, 2018103504**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.

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 Tel no. 951-7116 / Fax No. 931-6139

 (Signature over printed name)
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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)		
cont. 9	10	roll	Paper Tape for Barcode Printer, Zebra GC420T			
	70	piece	Sign Pen, Hightech Pen, 0.5mm, Black/Blue			
	30	piece	Sign Pen, Hightech Pen, 0.7mm, Black/Blue			
	46	box	Staple Wire, HD3LS8, 8mm			
	155	piece	ID Holder			
	15	piece	Ruler, Metal, 12" Length			
Approved Budget for the Contract: PhP65,779.00						
10	4	pack	Bristol Board, A4 size, Assorted Color			
	60	piece	Envelope, Brown, for A4 size Document			
	10	piece	Folder, Vinyl, Expanding, Legal size, Assorted Colors			
	10	piece	Storage File Box, 12" x 10" x 15"			
Approved Budget for the Contract: PhP4,460.00						
11	2	pack	Laminating Film, A4 size, 100 pcs/pack, 250 microns			
	2	pack	Bristol Board, A4 size, Assorted Color (Blue, Green, Yellow, Orange)			
	2	pack	Bristol Board, A4 size, White, 100pcs/pack, 220gsm			
	5	pack	Paper, Photo, Glossy, A4 size, 10pcs/pack			
	5	pack	Paper, Photo, High Glossy, 4" x 6", 20 pcs/pack			
	2	pack	Sticker Paper, Matte, A4 size, 20 sheets/pack			
Approved Budget for the Contract: PhP5,050.00						
12	10	piece	Ballpoint Pen, Fine Point, Black/Blue/Red			
	20	piece	Marking Pen, Felt Tip, Fine Point, Permanent, Black/Blue/Red			
	2	set	Marking Pen, Transparency Film, Fine Point, 6 colors/set			
	10	piece	Sign Pen, Hightech Pen, 0.5mm, Black/Blue/Red/Green			
	12	piece	Sign Pen, Hightech Pen, Rollerball Pen, 1.0mm, Blue			
Approved Budget for the Contract: PhP3,040.00						
13	20	piece	Clip, Bulldog, 3"			
	2	piece	Desk Tray, 2 Layer			
	10	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set			
	10	set	Indicator Tag/Flaglets, with "Sign Here" text, 50s/set			
	1	case	Map Pin, Round Head, 100s/case			
	1	case	Push Pin, Flat Head Type, Assorted Colors, 100s/case			
Approved Budget for the Contract: PhP4,446.00						
Page 3 of 6						

PURPOSE : For the use of AS-GSD, OUSOPG-Promotive, AS-RAMD, DLLS, OULLASPDMR, SLP-NPMO, FMS-OD, FMS-SPD, OUSPIM, PMS, AS-PAMD

PR No. 2018114319, 2018114229, 2018114314, 2018114315, 2018114351, 2018114344, 2018104020, 2018103972, 2018103963, 2018103962, 2018103534, 2018103521, 2018103520, 2018103504

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				(Please indicate the detailed specifications of the product/services being offered in the space provided below)		
14	10	piece	Box, Corrugated with string, 29" x 15" x 10"			
	10	piece	Box, File Storage, 39cm x 31cm x 27cm			
	1	box	Envelope, Documentary, for Legal size document, 500 pieces/box			
	5	piece	Folder, 3-Hole Ring Binder, A4 size, 1" capacity			
	5	piece	Folder, 3-Hole Ring Binder, A4 size, 3" capacity			
	10	piece	Folder, Vinyl, 2-Hole, 3 Fold, A4, 1"			
	10	piece	Folder, Vinyl, Expanding, Legal size, Assorted Colors			
Approved Budget for the Contract: PhP6,183.00						
15	1	box	Staple wire, for Binding Stapler, HD3LS17, 17mm			
	1	box	Staple wire, for Binding Stapler, HD3LS24, 24mm			
	1	box	Staple wire, for Binding Stapler, HD3LS6, 6mm			
	1	box	Staple wire, for Binding Stapler, HD3LS8, 8mm			
	1	roll	Tape, Cloth Book, 1", 6 meters length			
	5	roll	Tape, Double-Edged, 1" with cushion, 6 meters length			
	5	roll	Tape, Double-Edged, 1" without cushion, 6 meters length			
Approved Budget for the Contract: PhP946.00						
16	50	piece	ID Holder, 3.5" x 4.5" (LxW)			
	20	set	Indicator Tag/Flaglets, with "Sign Here" text			
	20	set	Indicator Tag/Flaglets, Plain, Plastic, Assorted Colors			
	4	piece	Certificate Frame, A4 size			
	35	piece	Ballpoint Pen, Fine Point, Black/Blue/Red/Green			
Approved Budget for the Contract: PhP7,110.00						
17	2	pack	Sticker Paper, A4, Matte, 10pcs/pack			
	4	piece	Flash Drive, 32GB, USB 2.0, Plug and Play			
	30	piece	Ballpoint Pen, Fine Point, Black/Blue/Red			
	60	set	Indicator Tag/Flaglets, Plain, Plastic, Assorted Colors			
	40	set	Indicator Tag/Flaglets, with "Sign Here" text			
	4	piece	Desk Tray, Wire Mesh, 3 Layers, Black			
	2	pack	Paper, Photo, Glossy, A4, 10pcs/pack			
Approved Budget for the Contract: PhP21,470.00						
Page 4 of 6						

PURPOSE : For the use of AS-GSD, OUSOPG-Promotive, AS-RAMD, DLLS, OULLASPD MR, SLP-NPMO, FMS-OD, FMS-SPD, OUSPIM, PMS, AS-PAMD

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				(Please indicate the detailed specifications of the product/services being offered in the space provided below)		
18	1,000	piece	ID Holder with Lace, 3x4			
	30	pad	Note Pad, 4" x 6"			
	1,500	piece	Ballpoint Pen, Fine Point, Black			
	500	piece	Ballpoint Pen, Fine Point, Blue			
	500	piece	Document Holder, Mesh Cloth with Zipper, A4 size			
			Approved Budget for the Contract: PhP165,000.00			
19	20	roll	Tape, Cloth Book, 1-1/2"			
	20	roll	Tape, Cloth Book, 1"			
	20	roll	Tape, Cloth Book, 2"			
	20	roll	Tape, Cloth Book, 3"			
			Approved Budget for the Contract: PhP18,000.00			
20	30	piece	Ballpoint Pen, Fine Point, Black			
	6	piece	Ballpoint Pen, Fine Point, Blue			
	4	piece	Ballpoint Pen, Fine Point, Red			
	6	piece	Marker, Permanent, Chisel Tip, Black			
	6	piece	Marker, Permanent, Chisel Tip, Blue			
	4	piece	Marker, Permanent, Chisel Tip, Red			
	10	piece	Compact Disk, Recordable, 650/700mb capacity			
	20	piece	Compact Disk, Rewritable, 650/700mb capacity			
	10	piece	DVD Recordable, 16x speed, 4.7GB capacity			
	10	set	Indicator Tag, Flaglets, Plain, Assorted Colors, 50s/set			
	10	set	Indicator Tag, Flaglets, with "Sign Here", 50s/set			
2	case	Map Pin, Round Head, 10s/case				
			Approved Budget for the Contract: PhP6,283.20			
21	3	roll	Adhesive Tape, Cloth Book, 2" width			
	2	roll	Adhesive Tape, Cloth Book, 3" width			
	4	roll	Adhesive Tape, Double-Edge, 1" width, with cushion			
	4	roll	Adhesive Tape, Double-Edge, 1" width, without cushion			
			Approved Budget for the Contract: PhP3,276.00			
			Page 5 of 6			

PURPOSE : For the use of AS-GSD, OUSOPG-Promotive, AS-RAMD, DLLS, OULLASPD MR, SLP-NPMO, FMS-OD, FMS-SPD, OUSPIM, PMS, AS-PAMD

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