

DRN: _____

SUPPLEMENTAL/BID BULLETIN No. 1

Title : **Procurement of Various Office Supplies**

Request for Quotation No. : **20-0840 Shopping B**

Date : **16 September 2020**

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing extension for the submission of quotations, to wit:

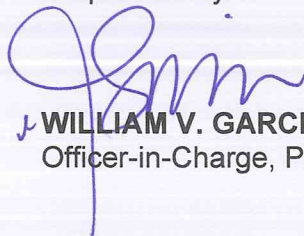
I. Extension for submission of Quotation:

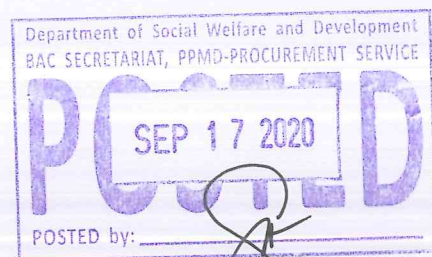
PARTICULARS	FROM	TO
Deadline for Submission of Quotation	September 17, 2020 at 03:00 P.M.	September 22, 2020 at 03:00 P.M..

This is also to reiterate that all quotations should be submitted to **quotations@dswd.gov.ph** or thru facsimile at **(02) 951 7116**. Quotations submitted to a different e-mail address of facsimile number as stated above shall not be considered for evaluation.


Please be guided accordingly.

Requested By:


WILLIAM V. GARCIA JR.
Officer-in-Charge, PPMD-PMS



Approved By:


RENE GLEN O. PAJE
Undersecretary

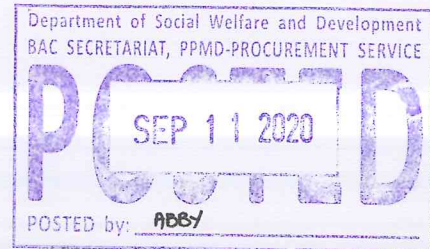
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

Abby

REQUEST FOR QUOTATION

RFQ No. 20-0840 SHOPPING B
Date: September 10, 2020

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 updated Certification 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 11 September 2020**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

William V. Garcia Jr.
WILLIAM V. GARCIA JR.
Officer-in-Charge, PMS

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 from the deadline of submission of quotations
- Good/s shall be delivered within Fifteen (15) 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."

Renee Lynne G. Marca
RENEE LYNNE G. MARCA
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-0840 SHOPPING B**

Date: September 10, 2020

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

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost ABC	Bidder's Specifications (Please indicate the detailed specifications of the products/services being offered in the space provided below)	Unit Cost	Total Cost
1	320	ream	Paper, Multicopy, A4 size, 80gsm, 210mm x 297mm	132.37			
2	7	jar	Glue, all purpose, gross weight: 200 grams min	42.82			
3	50	pad	Note pad, 3"x3", 100 sheets/pad	41.50			
4	50	pad	Note pad, 3"x4", 100 sheets/pad	56.06			
5	15	piece	Folder, vinyl, expanding, legal	80.00			
6	3	pack	Folder, tagboard, legal size, 100s/box/pack	279.64			
7	2	pack	Folder, tagboard, A4 size, 100s/box/pack	217.36			
8	50	piece	Ballpoint pen, fine point, black	10.00			
9	50	piece	Ballpoint pen, fine point, blue	10.00			
10	10	piece	Box, corrugated with string 29"x15"x10"	95.00			
11	50	piece	Sign pen, black, liquid/gel ink, 0.5mm needle tip	34.61			
12	50	piece	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	34.61			

PURPOSE: For 3rd Quarter 2020 supplies of PMB

PR No. 2020-08-00055

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.

RENEE LYNNE G. MARCA
 Procurement Officer

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

(Signature over printed name)
 Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-0840 SHOPPING B**

Date: September 10, 2020


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

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost ABC	Bidder's Specifications <small>(Please indicate the detailed specifications of the products/services being offered in the space provided below)</small>	Unit Cost	Total Cost
13	70	bottle	Alcohol, 70%, ethyl, 500ml	43.99			
14	20	box	Clip, backfold, 25mm, 12s/box	13.40			
15	20	box	Clip, backfold, 19mm, 12s/box	7.57			
16	20	pack	Battery, size AA, alkaline, 2pcs/packet	19.73			
17	10	pack	Battery, size AAA, alkaline, 2pcs/packet	19.50			
18	15	piece	Rag, cotton, 20 pcs per kilo	49.69			
19	12	piece	Indicator Tag/Flaglets, with sign here text	55.00			
20	20	piece	Marker, Permanent, bullet type, black	9.65			
21	15	piece	Marker, whiteboard, black, felt tip, bullet type	9.65			
22	25	can	Disinfectant Spray, aerosol type, 400-550grams	128.96			
Approved Budget for the Contract: Php 64,476.18							
Nothing Follows							
Page 2 of 2							

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PR No. 2020-08-00055

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