

Daniilo

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

REQUEST FOR QUOTATION

RFQ No. **21-0381 SHOPPING (B)**
Date: **May 17, 2021**

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. 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 2nd Floor Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City or fax it through numbers 8951-7116 or email to quotations@dswd.gov.ph not later than **1:00 PM of May 26, 2021 (Wednesday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

MAY 20 2021
[Handwritten signature]

Very truly yours,

[Handwritten Signature]
WILLIAM V. GARCIA, JR.
Officer-In-Charge, Procurement Planning & Management Division

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Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
- Good/s shall be delivered within **10 working days from receipt of Purchase Order (PO).**
- Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
- Terms of Payment: **within 15-30 days upon completion 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."**

[Handwritten Signature]
NIDA T. BACALING
Procurement Officer

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Lot	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	
				(Please fill out the detailed specifications in the space provided)	
				Unit Cost	Total Cost
100	bottle	ALCOHOL, ethyl, 68%-70% scented, 500ml (-5ml)		86.75	
10	pad	NOTE PAD, stick on, 76mm x 100mm (3"x4") min		59.28	
20	pad	NOTE PAD, stick on, 2"x3" min		37.06	
20	pad	NOTE PAD, stick on, 3"x3" min		47.73	
120	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)		200.00	
2	roll	Acetate, thickness: 0.075mm min (gauge#3)		847.82	
10	roll	Tape, packaging, width: 48mm		40.00	
5	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams		500.00	
3	bundle	RAGS, all cotton, 32 pieces per kilogram min 178mm (7" approx)		80.00	
30	piece	Data Folder, made of chipboard, taglia lock		100.00	
5	pack	Folder, Tagboard, for legal size documents, 100pcs/pack		321.36	
15	box	Index Tab, self adhesive, transparent, assorted colors, 5 sets/box, 1 set composed of 2 pcs 6" tab strip and 2 complete alphabets		56.68	
15	piece	Marker, Permanent, bullet type, black		12.00	
15	piece	Marker, Permanent, bullet type, blue		12.00	
5	piece	Puncher, paper, heavy duty, with two hole guide		131.96	
5	pair	Scissors, symmetrical, blade length: 65mm min		60.00	
10	piece	Stapler, standard type, load cap: 200 staples min		176.80	

PURPOSE : For FMS-AD 2021 1st Quarter Supplies

PR No. 01-20001-PR-2021-03-00120

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Atty. Nida T. Bacaling
NIDA T. BACALING

Procurement Officer

Page 1 of 4

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

(Signature over printed name)

Supplier

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Lot	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	15	piece	Staple Remover, plier-type	50.00			
	6	unit	Calculator, compact, 12 digits, 100mm-130mm, LCD Display, 2-way power source (Solar and Cell) with CE mark	346.85			
	100	piece	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	34.61			
	50	piece	FACE SHIELD, direct splash protection, Anti-fog, latex-free, disposable	124.80			
	50	piece	KN95 Face Mask, respirator, disposable, unvalved	104.00			
	4,000	piece	SURGICAL MASK, 3-ply, ear loop, disposable, wired	14.04			
	100	piece	Sign Pen, green, gel ink, 0.5mm	50.00			
1	3	pack	Bristol Board, A4 size, assorted colors, 100pcs/pack, 220 gsm	400.00			
	80	ream	Colored Paper, yellow, A4 size, 80gsm, 500 sheets/ream	500.00			
	5	box	BALLPOINT PEN, FINE POINT, black, 50pcs/box	300.00			
	5	box	BALLPOINT PEN, FINE POINT, green, 50pcs/box	300.00			
	4	box	BALLPOINT PEN, FINE POINT, blue, 50pcs/box	300.00			
Approved Budget for the Contract (ABC): Php 172,636.14							

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NIDA T. BACALING
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 Trunkline: 89318101 to 07 Voip 10093 and 10097
 Fax No. 8951-7116

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Lot	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
2	2	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 181g-205g, 5400 rpm, military grade shockproof protection with LED light indicator	2,550.83			
	4	piece	FLASH DRIVE, 16GB capacity, 2.0/3.0 port compatible with light indicator, memory chip embedded in durable casing with carrying strap and built-in USB interface cover	250.00			
	4	unit	MOUSE, optical, USB connection type, 1000 dpi (min) with scroll wheel and left and right click button, plug and play, side to side plus zoom	300.00			
	4	unit	MOUSE, wireless, optical, 1000 dpi (min) with scroll wheel and left and right click button, plug and play, side to side plus zoom	400.00			
			Approved Budget for the Contract (ABC): Php 9,101.66				
3	2	cartridge	Toner Cart, HP CF401A (HP201A) Cyan Laser Jet	4,500.00			
	1	cartridge	Toner Cart, HP CF402A (HP201A) Yellow Laser Jet	4,500.00			
	2	cartridge	Toner Cart, HP CF403A (HP201A) Magenta Laser Jet	4,500.00			
	2	cartridge	Toner Cart, HP Q2612A Black	4,300.00			
	4	unit	Drum, Brother, DR-3455	7,800.00			
5	cartridge	Toner Cartridge, Brother, TN-3250	4,000.00				
4	cartridge	Drum, Brother, DR-3215	7,800.00				

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					(Please fill out the detailed specifications in the space provided)			
3	2	cartridge	HP 932/XL Black Officejet Ink Cartridges	1,500.00				
	2	cartridge	HP 933/XL Cyan Officejet Ink Cartridges	1,200.00				
	2	cartridge	HP 933/XL Magenta Officejet Ink Cartridges	1,200.00				
	2	cartridge	HP 933/XL Yellow Officejet Ink Cartridges	1,200.00				
	12	cartridge	Toner Cart, Samsung Proxpress M3820ND, Black	7,500.00				
	Approved Budget for the Contract (ABC): Php 213,700.00							
	xxxxxx-Nothing Follows-xxxxxx							

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