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

REQUEST FOR QUOTATION

RFQ No. **21-0240 SHOPPING (b)**  
Date: **April 08, 2021**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

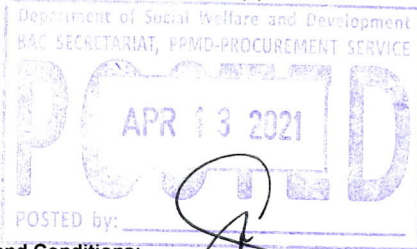
Sir/Madam:

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 APRIL 19, 2021 (Monday)**. 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.**

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 be **Sixty (60) calendar days from the deadline of submission of quotations.**
- Good/s shall be delivered within **Ten (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."**

**RODEL D. TORRATO**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

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PhilGEPS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

| Lot      | Qty.  | Unit                                        | Purchaser's Specifications                                                                                                                                           | Unit Cost | Bidder's Specifications<br>(Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|----------|-------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------|-----------|------------|
| <b>1</b> | 6     | Cartridge                                   | INK CART, HP, CN053AA(932XL) BLACK, For HP OfficeJet HP7610/7612                                                                                                     | 2,100.00  |                                                                                                |           |            |
|          | 6     | Cartridge                                   | INK CARTRIDGE, HP, CN054AA (933XL) CYAN, For HP OfficeJet HP7610/7612                                                                                                | 1,500.00  |                                                                                                |           |            |
|          | 6     | Cartridge                                   | INK CARTRIDGE, HP, CN055AA (933XL) MAGENTA, For HP OfficeJet HP7610/7612                                                                                             | 1,500.00  |                                                                                                |           |            |
|          | 6     | Cartridge                                   | INK CART, HP, CN056AA(933XL) YELLOW, For HP OfficeJet HP7610/7612                                                                                                    | 1,500.00  |                                                                                                |           |            |
| <b>2</b> |       |                                             | Approved Budget for the Contract (ABC):<br>Php 39,600.00                                                                                                             |           |                                                                                                |           |            |
|          | 30    | Piece                                       | FACE SHIELD, direct splash protection, reusable, washable, clear, covers full face, fog resistant, has an adjustable band to attach firmly around the head / ACRYLIC | 124.80    |                                                                                                |           |            |
|          | 3,960 | Piece                                       | SURGICAL MASK, 3-Ply, surgical, ear loop, wired, disposable, 3-ply                                                                                                   | 14.04     |                                                                                                |           |            |
| <b>3</b> |       |                                             | Approved Budget for the Contract (ABC):<br>Php 59,342.40                                                                                                             |           |                                                                                                |           |            |
|          | 10    | Bottle                                      | STAMP PAD INK, purple or violet, 50ml (min.)                                                                                                                         | 31.52     |                                                                                                |           |            |
|          | 6     | Pad                                         | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets per pad                                                                                                   | 59.28     |                                                                                                |           |            |
|          | 150   | Ream                                        | PAPER, MULTICOPIY, 80gsm, size: 210mm x 297mm                                                                                                                        | 200.00    |                                                                                                |           |            |
|          | 40    | Roll                                        | TAPE, TRANSPARENT, width: 24mm (±1mm)                                                                                                                                | 10.09     |                                                                                                |           |            |
|          | 3     | Bundle                                      | RAGS, all cotton, 32 pieces per kilogram min                                                                                                                         | 100.00    |                                                                                                |           |            |
| 10       | Piece | DATA FOLDER, made of chipboard, taglia lock | 100.00                                                                                                                                                               |           |                                                                                                |           |            |

PURPOSE: For the use of Cash Division - supplies for the 1st Quarter CY 2021

PR No. 01-20001-PR-2021-02-00232

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.

RODEL P. TORRATO  
Procurement Officer  
Trunkline: 89318101 to 07 Voip 10093 and 10097  
Fax No. 8951-7116

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(Signature over printed name)  
Supplier



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|----------|------|-------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------|------------|
| <b>3</b> | 3    | Pack  | FOLDER, TAGBOARD, for legal size documents, 100 pcs per pack                                                                         | 321.36                                                                                  |                                                                                                |           |            |
|          | 5    | Box   | INDEX TAB, self-adhesive, transparent, assorted colors, 5 sets per box, 1 set composed of 2pcs, 6" tab strip and 2 complete alphabet | 80.00                                                                                   |                                                                                                |           |            |
|          | 3    | Set   | MARKER, FLUORESCENT, 3 assorted colors per set                                                                                       | 60.00                                                                                   |                                                                                                |           |            |
|          | 90   | Piece | SIGN PEN, liquid/gel ink, 0.5mm needle tip (40pcs Black and 50pcs Blue)                                                              | 34.61                                                                                   |                                                                                                |           |            |
|          | 360  | Piece | BALLPOINT PEN, fine point, (180 pcs Black and 180 Pcs Blue)                                                                          | 14.00                                                                                   |                                                                                                |           |            |
|          | 20   | Piece | FOLDER, vinyl, expanding, legal size, assorted colors                                                                                | 90.00                                                                                   |                                                                                                |           |            |
|          | 150  | Piece | DVD REWRITABLE, speed: 4x min, 4.7GB capacity min                                                                                    | 30.00                                                                                   |                                                                                                |           |            |
|          | 20   | Ream  | Colored PAPER, orange, A4 size, 80 gsm                                                                                               | 500.00                                                                                  |                                                                                                |           |            |
|          | 60   | Box   | STAPLE WIRE, for heavy duty staplers, (23/13), 5,000 wires per box                                                                   | 50.00                                                                                   |                                                                                                |           |            |
|          |      |       |                                                                                                                                      | Approved Budget for the Contract (ABC):<br>PHP 61,373.46<br>xxxxx-Nothing Follows-xxxxx |                                                                                                |           |            |

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