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

REQUEST FOR QUOTATION

RFQ No. **21-0329 SHOPPING (b)**
Date: **April 28, 2021**

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

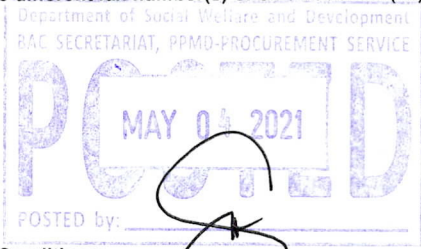
Sir/Madam:

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 7, 2021 (FRIDAY)**. 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 **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

Tel. Nos. 8931-6139/ 8931-8101 to 07 Voip 10093 and 10097
0917-6289065

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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 to register."


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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
1	12	cartridge	TONER CART, SAMSUNG MLTD203E, Black	7,265.74			
	7	cartridge	INK CART, HP N9H85A (HP955 or 955XL) Black Original	1,800.00			
	7	cartridge	INK CART, HP N9H73A (HP955 or 955XL) Cyan Original	1,800.00			
2	7	cartridge	INK CART, HP N9H77A (HP955 or 955XL) Magenta Original	1,800.00			
	7	cartridge	INK CART, HP N9H81A (HP955 or 955XL) Yellow Original	1,800.00			
			Approved Budget for the Contract (ABC): Php 137,588.88				
2	80	Bottle	ALCOHOL, ethyl, 68%-72%, scented, 500ml (±5ml)	85.00			
	10	Pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	37.06			
	10	Pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	59.28			
	10	Pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	47.73			
	240	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	220.00			
15	Pack	BATTERY, dry cell, AA, 2 pieces per blister pack	90.00				

PURPOSE : **FOR THE USE OF BUDGET DIVISION FOR THE 1ST QUARTER OF CY 2021**
PR No. **01-20001-PR-2021-03-00086**

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 D. 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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ANNEX A

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	10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	100.00			
	10	box	STAPLE WIRE, for heavy duty staplers, (23/13), 1000 staples/box	19.76			
	20	box	STAPLE WIRE, STANDARD, (26/6), 5000 wires/box	21.09			
	10	Piece	RULER, plastic, 450mm (18"), width: 38mm min	17.68			
	10	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams	500.00			
	20	bundle	RAGS, all cotton, 32 pieces per kilogram min	90.00			
2	10	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	9.05			
	10	piece	DATA FILE BOX, made of chipboard, with closed ends	77.20			
	20	Piece	DATA FOLDER, made of chipboard, taglia lock	68.64			
	1	pack	FOLDER, TAGBOARD, for legal size documents, 100pcs/pack	321.36			
	50	box	INDEX TAB, self-adhesive, transparent, assorted colors, 5 sets per box, 1 set composed of 2pcs, 6" tab strip and 2 complete alphabet	56.68			
	10	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	7.76			

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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
10	piece		CUTTER BLADE, for heavy duty cutter	14.82			
30	piece		SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	34.61			
30	piece		SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	34.61			
5	piece		SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	34.61			
15	piece		BOX, CORRUGATED WITH STRING, 24"x15"x10"	95.00			
15	piece		BOX, FILE STORAGE, 39cmx31cmx27cm	181.21			
10	piece		FOLDER, 3-HOLE RING BINDER, A4 SIZE, 2" CAPACITY	160.00			
15	piece		FOLDER, 3-HOLE RING BINDER, A4 SIZE, 3" CAPACITY	250.00			
5	piece		FOLDER, Archfile, A4 1"	200.00			
15	piece		FOLDER, Archfile, A4 2"	255.00			
3	bundle		RING BINDER, plastic, 12.7mm x 1.12m (1/2"X44"), 10PCS./bundle	225.00			
3	bundle		RING BINDER, plastic, 19mm x 1.12m (3/4"X44"), 10PCS./bundle	250.00			

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2	3	bundle	RING BINDER, plastic, 25mm x 1.12m (1"X4"), 10PCS./bundle	270.00			
	10	pad	NOTE PAD, stick on, 100sheets/pad, (2" x 2") min	105.00			
	20	ream	PAPER, MULTICOPY, 80gsm, size: 250mm x 353mm	280.00			
	10	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)	10.09			
10	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	22.36				
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	54.60				
40	piece	CORRECTION TAPE, film base type, UL 6m min	14.02				
			Approved Budget for the Contract Php 103,487.46				
			xxxxx-Nothing Follows-xxxxx				

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