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

REQUEST FOR QUOTATION

RFQ No. 19-2064 Shopping (B)  
Date: December 10, 2019

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. and CP no : \_\_\_\_\_  
Philgeps Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

**RUSH**

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.

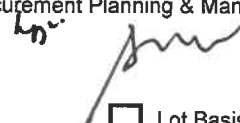
If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.

**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 **1:00 P.M of December 10, 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**  
Officer-In-Charge, PMS  
Procurement Planning & Management Division



Terms and Conditions:

- 1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- 2. Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations**
- 3. Good/s shall be delivered within **Seven (7) working days upon receipt of Purchase Order**
- 4. Place of Delivery: DSWD-PMS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City
- 5. Terms of Payment: 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.**

- 6. 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.
- 7. For goods, please indicate brand, model and country of origin.
- 8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- 9. Please indicate Warranty: \_\_\_\_\_
- 10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 11. **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](http://www.philgeps.gov.ph) and register for free."

**RODEL D. TORRATO**  
Procurement Officer

Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

RFQ No. **19-2064 Shopping (B)**

Date: December 10, 2019

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. and Cp no : \_\_\_\_\_  
 Philgeps Reg. No : \_\_\_\_\_  
 TIN No. : \_\_\_\_\_

ITEM	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications	Unit Cost	Total Cost
					(Please indicate the detailed specifications of the product/services being offered in the space provided below)		
	1	Roll	Adhesive Tape, cloth book, 2"	255.44			
	2	Roll	Adhesive Tape, cloth book, 3"	260.00			
	75	Piece	Ballpoint Pen, Fine Point, Black	10.00			
	150	Piece	Ballpoint Pen, Fine Point, Green	10.00			
	100	Piece	Box, file Storage 15"x12"x10" with cover	250.00			
	5	Pack	Bristol Board, A4 size, asstd. Colors	400.00			
	20	Piece	Folder, clear, presentation, A4 size	60.00			
	20	Piece	Folder, Vinyl, expanding, legal size, asstd. Colors	80.00			
	10	Bottle	Ink, Stamp pad with applicator, 50 ml, Green	70.00			
	10	Pad	Note Pad, 4" x 6"	180.00			
	15	pad	NotePad Stick On, (51x51mm), 400 sheets per cube	150.00			
	20	Set	Indicator Tag/Flaglets, Plain, Plastic, asstd.color	150.00			
	114	Ream	Colored Paper, Yellow, A4 size, 80 gsm	500.00			
			<b>Approved Budget for the Contract:</b>				
			<b>PhP97,575.44</b>				
			xxxxxxxx-Nothing Follows-xxxxxxxx				

PURPOSE : Office Supplies  
 PR No. 2019-10-00139

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.

  
 \_\_\_\_\_  
 RODEL D. TORRATO  
 Procurement Officer

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

\_\_\_\_\_  
 (Signature over printed name)

Supplier