

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. 18-0715 Shopping (B)
Date: June 11, 2018

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 **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 Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or **fax it through numbers 951-7116** or **email to quotations@dswd.gov.ph** not later than **03:00 PM of June 22, 2018 (Friday)**. **Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.**



Very truly yours,

(ORIGINAL SIGNED)

KARINA ANTONETTE A. AGUDO

OIC-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
- Good/s shall be delivered within Seven (7) 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 final inspection and acceptance.
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."

(ORIGINAL SIGNED)

RENEL JOANNE G. GAMBITO

Procurement Officer

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

(Signature over Printed Name)

Supplier

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TIN No. : _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications <small>(Please indicate the detailed specifications of the product/services being offered in the space provided below)</small>	Unit Cost	Total Cost
1	33	piece	Staple Remover, Plier Type			
	10	piece	Staple Remover, Twin Jaws			
	1	piece	Stapler, Binder Type, Heavy Duty for High Volume Stapling, 25-135 sheets of 70gsm			
			Bond Paper Stapling Capacity, Min. of 100 staples, with adjustable paper guide			
	19	piece	Stapler, Standard Type, Load Cap: 200 staples min			
Approved Budget for the Contract: PhP8,042.79						
2	20	pack	Battery, Dry Cell, AAA, 2pcs/pack			
	150	piece	Marker, Permanent, Bullet Type, Black			
	100	piece	Marker, Permanent, Blue			
	200	piece	Sign Pen, Black, 0.5mm, Needle Tip			
	2	ream	Multicopy Paper, A3, 80gsm			
Approved Budget for the Contract: PhP11,190.00						
3	1	bundle	Rags, All Cotton, 32 pcs per kilogram min			
	8	piece	Magazine File Box, Large Size, Made of Chipboard			
	1	pack	Sticker Paper, Matte, A4 size, 20 sheets/pack			
	5	piece	Folder, Clear, Presentation, A4 size			
	5	piece	Folder, Vinyl, Expanding, Legal size, Assorted Colors			
	1	pack	Paper, Photo, Glossy, A4 size, 10pcs/pack			
Approved Budget for the Contract: PhP2,651.68						
4	10	pad	Note Pad, 4" x 6", Canary Yellow			
	3	piece	Ballpoint Pen, Fine Point, Pink			
	10	piece	Folder, Clear, Presentation, A4 size, RED			
	1	piece	Folder, Pressboard, 240mm x 370mm			
	3	piece	Stapler, Standard Type, Load Cap: 200 staples			
	3	piece	Staple Remover, Plier Type			
Approved Budget for the Contract: PhP2,653.94						
Page 1 of 2						

PURPOSE : Various Office Supplies for the use of CPSB, PSB, Pantawid, Cash Division, OUSPIM, OUSOPG, STB, SB, OUS-SC, OASPPG (SB-UCT PMO)

PR No. 2018041169, 2018020389, 2018051546, 2018051336, 2018051475, 2018051603, 2018061663, 2018051419, 2018051322, 2018061654, 2018051407, 2018051449

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.

(ORIGINAL SIGNED)

RENEL JOANNE G. GAMBITO

Procurement Officer

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

(Signature over printed name)
Supplier

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5	50	piece	Box, Corrugated, with string, 24" x 15" x 10"			
	50	piece	Box, File Storage, 39cm x 31cm x 27cm			
	10	piece	Certificate Frame, A4 size			
	100	piece	Certificate Holder, A4 size			
	50	piece	Data File Box, with finger ring, 5" x 9" x 15-3/4"			
	50	piece	Data Folder, Made with Chipboard, Taglia Lock, 3" x 9" x 15"			
			Approved Budget for the Contract: PhP27,710.00			
6	40	pack	Bristol Board, A4 size, Assorted Color (Blue, Green, Yellow, Orange) 100pcs/pack, 220gsm			
	10	pack	Bristol Board, A4 size, White, 100pcs/pack, 220gsm			
			Approved Budget for the Contract: PhP19,000.00			
7	3	pack	ID Jacket with Lace, 3x4, 50pcs/pack			
	25	piece	Marking Pen, Felt Tip, Bullet Type, Black/Blue			
	3	pack	Wrapping Paper, Kraft, 50 sheets/pack			
			Approved Budget for the Contract: PhP5,436.00			
8	4	unit	32GB Flash Drive			
			Approved Budget for the Contract: PhP4,000.00			
9	3	pack	Folder, Clear Plastic, L-Type, Legal size, 50pcs per pack			
	2	piece	Index Card Box, Imported Imitlin Cover, 4-3/8" x 5-5/8" x 4"			
	2	pack	Index Card, Ruled Both Sides, 5" x 8", 500 pcs per pack			
	15	pad	Note Pad, 2" x 2", 100 sheets/pad			
	10	pad	Note Pad, 3-7/8" x 5-7/8", 100 sheets/pad with lines (4" x 6")			
			Approved Budget for the Contract: PhP6,000.00			
10	1	jar	Oil, for General Purpose, 120ml			
	24	piece	Sign Pen, Hightech Pen, Rollerball Pen, 0.7mm, Blue			
	36	piece	Sign Pen, Hightech Pen, 0.7mm, Black			
	10	roll	Tape, Transparent, 24mm, 50 meters			
			Approved Budget for the Contract: PhP4,260.00			
			xxxxxxxx-Nothing Follows-xxxxxxxx			
			Page 2 of 2			

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(Signature over printed name)

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