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

REQUEST FOR QUOTATION

RFQ No. **20-0618 SHOPPING B**
Date: July 3, 2020

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 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** July 10, 2020; 9:00 am **. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.**

Department of Social Welfare and Development
BAC SECRETARIAT, PTMD-PROCUREMENT SERVICE
POSTED
JUL 04 2020
POSTED by:

Very truly yours,

WILLIAM V. GARCIA JR.
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 not be less than **Sixty (60) calendar days from the deadline of submission of quotations**
3. Good/s shall be delivered within **Fifteen (15) Working days upon receipt of purchase order**
4. Place of Delivery: **DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City**
5. Terms of Payment: **within 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 and register for free."

RENEE LYNNE G. MARCA
Procurement Officer
Tel. Nos. 931-6139/ 931-8101 to 07 local 122/124

____
(Signature over Printed Name)
Supplier

Procurement Form No. 04-A (Annex A)

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-0618 SHOPPING B**
Date: July 3, 2020

Company Name : ____________________
Company Address : ____________________
Contact Person : ____________________
Contact No. : ____________________
Philgeps Reg. No : ____________________
TIN No. :

Lot No.	Qty.	Unit	Purchaser's Specifications	Unit cost	Bidder's Specifications (Please indicate the detailed specifications of the product/services being offered in the space provided below)	Unit Cost	Total Cost
	20	pcs	Sign pen, violet	35.00			
	4,000	pcs	Ballpoint pen, 0.5 fine point, black	10.00			
	3,500	pcs	Ballpoint pen, 0.5 fine point, blue	10.00			
	300	pcs	Ballpoint pen, 0.5 fine point, red	10.00			
	500	pcs	Ballpoint pen, 0.5 fine point, green	10.00			
	2,400	pcs	Permanent marker, fine point, non-blot, black	30.00			
	2,000	pcs	Permanent marker, fine point, non-blot, blue	30.00			
	400	pcs	Permanent marker, fine point, non-blot, red	30.00			
	1,200	pcs	Sign pen, high tech pen, 0.5 black	45.00			
	1,200	pcs	Sign pen, high tech pen, 0.5 blue	45.00			
	150	pcs	Sign pen, high tech pen, 1.0 black	60.00			
	150	pcs	Sign pen, high tech pen, 1.0 blue	60.00			
	300	pcs	Sign pen, high tech pen, 0.7 black	50.00			
	300	pcs	Sign pen, high tech pen, 0.7 blue	50.00			
			Approved Budget for the Contract: Php 460,800.00				
			(Page 1/2)				
			Nothing follows				

PURPOSE : Supplies for the 1st quarter of Pantawid Pamilya NPMO and PSAMD stockpile

PR No. 2020-06-00007, 2020-06-00014

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.

RENEE LYNNE G. MARCA
Procurement Officer
Tel no. 951-7116 / Fax No. 931-6139

(Signature over printed name)
Supplier

Procurement Form No. 04-A (Annex A)

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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Date: July 3, 2020

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Company Address : ______________________
Contact Person : ______________________
Contact No. : ______________________
Philgeps Reg. No : ______________________
TIN No. :

Lot No.	Qty.	Unit	Purchaser's Specifications	Unit cost	Bidder's Specifications (Please indicate the detailed specifications of the product/services being offered in the space provided below)	Unit Cost	Total Cost
	300	dozen	Pencil, lead with eraser	75.00			
	230	pcs	Folder, clear, presentation, A4 size (pls see sample) color-red	45.00			
	150	pcs	Folder, clear, presentation, Legal size (pls see sample) color-red	55.00			
	100	pcs	Folder, vinyl, expanding, legal size, assorted colors	100.00			
	100	pack	Box, file storage, with overlap cover, 39cmx31cmx27cm	175.00			
	100	pcs	Box, corrugated w/ string, 24"x15"x10-1/2"	85.00			
			Approved Budget for the Contract: Php 460,800.00				
			(Page 2/2)				
			*****Nothing follows*****				

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RENEE LYNNE G. MARCA
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