



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

REQUEST FOR QUOTATION

RFQ No. **21-0353 SHOPPING (b)**

Date: **May 10, 2021**

Company Name : _____
Company Address : _____
Contact Person : _____
Contact 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. 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 14, 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:

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 **10 working days from receipt of Purchase Order (PO).**
4. Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
5. 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 : _____
Bank Name : _____ 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."**

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

RFQ No. **21-0353 SHOPPING (b)**
Date : **May 10, 2021**

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."

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

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	2	cartridge	Ink cartridge, HP GT 52, Original Ink Bottle(MOH55AA) Cyan	580.00			
	2	cartridge	Ink cartridge HP 52, Original Ink Bottle (MOH55AA) Yellow	580.00			
	2	cartridge	Ink Cartridge, HP GT 52, Original Ink Bottle (MOH55AA) Magenta	580.00			
	2	cartridge	Ink Cartridge, HP GT 53, Original Ink Bottle (MOH57AA) Black	580.00			
			Approved Budget for the Contract (ABC): Php 4,640.00				
2	5	pad	Note Pad,stick-on 50 mm x 76mm (2" x 3")min	31.52			
	5	pad	Note Pad, stick-on 76 mm x 100mm (3" x 4") min	37.06			
	5	pad	Note Pad, stick-on, 76 mm x 76mm (3" x 3") min	59.28			
	90	ream	Paper, Multicopy,80 gsm size: 210mm x 297 mm	200.00			
	10	ream	Paper, Multi-copy,80 gsm size:216 mm x 330 mm	250.00			
	6	pack	Battery Dry Cell, AA, 2 pieces per blister pack	100.00			
	6	pack	Battery Dry cell, AAA, 2 pieces per blister pack	90.00			
	8	box	STAPLE WIRE, STANDARD, (26/6) 5000 wires per box	21.09			
	9	roll	Tape, Masking Width: 24 mm, (±1)	54.60			
	3	roll	Tape, Masking ;Width 48 mm, (±1)	106.60			
	3	roll	Tape, Packaging Width: 48 mm, (±1)	19.97			

PURPOSE : Supply for the use of General Services division -AMBPS, for 1st quarter 2021

PR No. 01-20001-PR-2021-02-00246

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

Page 1 of 4 page

(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **21-0353 SHOPPING (b)**
Date: **May 10, 2021**

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."

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

Lot	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications	
					(Please fill out the detailed specifications in the space provided)	
2	10	bundle	Rags, all cotton, 32 pieces per kilograms min	100.00		
	10	box	Clip Back fold,all metal, clamping:19 mm (-1 mm) 12 pieces/box	9.05		
	20	piece	Data File Box, made in Chipboard with close end	100.00		
	30	piece	Data Folder, made of chipboard Taglia lock	100.00		
	1	box	Envelope mailing, white 70 gsm(500 pieces /Box)	378.20		
	1	box	Envelope, mailing white with window,70 gsm, 500 pieces/box	433.68		
	10	box	Fastener metal, 70 mm between prongs	83.41		
	5	piece	File organizer, expanding plastic 12 pockets	86.04		
	2	pack	Folder tag board, for Legal size documents (100 pieces/pack)	321.36		
	9	set	Marker Fluorescent , 3 assorted colors per set	46.68		
	12	piece	Marker white board, Black felt tip bullet type	13.38		
	12	piece	Marker white board Blue felt tip bullet type	13.38		
	12	piece	Marker White board ,Red, felt tip bullet type	13.38		
	12	piece	Marker permanent, bullet type, Black	8.98		

PURPOSE : Supply for the use of General Services division -AMBPS, for 1st quarter 2021

PR No. 01-20001-PR-2021-02-00246

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

Page 2 of 4 page

(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **21-0353 SHOPPING (b)**
Date : **May 10, 2021**

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."

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

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
2	12	piece	Marker Permanent Bullet type, Blue	8.98			
	12	piece	Marker Permanent, Bullet type, Red	8.98			
	5	box	Paper Clip, vinyl/plastic, coat length, 32 mm min	7.76			
	2	box	Pencil/lead with Eraser, wood cased, hardness HB, 1 dozen/box	50.00			
	10	piece	Cutter Blade for heavy Duty Cutter	35.00			
	3	piece	Puncher Heavy Duty with Hole guide	131.96			
	10	piece	Staple Remover, plier type	40.00			
	3	pair	Scissors, symmetrical blade length, 65 mm min	40.56			
	5	unit	Calculator, compact 12 digits, width: 100 mm -130 mm	346.85			
	10	piece	Sign pen, Black Liquid gel ink 0.5mm needle tip	39.78			
	10	piece	Sign pen Blue, liquid gel ink, 0.5mm needle tip	39.78			

PURPOSE : Supply for the use of General Services division -AMBPS, for 1st quarter 2021

PR No. **01-20001-PR-2021-02-00246**

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 *Page 3 of 4 page*

Procurement Officer

Trunkline: 89318101 to 07 Voip 10093 and 10097

Fax No. 8951-7116

(Signature over printed name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **21-0353 SHOPPING (b)**
Date : **May 10, 2021**

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."

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

Lot	Qty.	Unit	Purchaser's Specifications	Unit Cost	Bidder's Specifications	
					(Please fill out the detailed specifications in the space provided)	
2	8	piece	Sign pen Red, liquid gel ink 0.5 mm needle tip	39.78		
	5	pack	Paper Photo, glossy,A4 size 10pcs/pack	120.00		
	5	pack	Paper Photo, Glossy, 4" x 6" 20pcs/pack	100.00		
	2	pack	Laminating Film,A4 size, 250 x 2 x 125 micron, 216 x 303 min 100pcs/pack	1,200.00		
	85	piece	Face Shield,direct splash protection,full face shield, ACETATE	124.80		
	500	piece	Surgical Mask, 3-ply 50 pieces/box Surgical;Disposable;Earloop;3ply;wired;	14.04		
	50	piece	KN95 face Mask Disposable Disposable;Respirator;Unvalved; Seamless headband can be adjusted for an optimum fit; Flared soft edges to fit facial contour and it can fit a wide range of face sizes; Adjustable noseclip ensures an excellent individual fit and secure positioning; Soft material edges prevent uncomfortable pressure points;	104.60		
			Approved Budget for the Contract (ABC): Php 63,966.06 xxxxx-Nothing Follows-xxxxx			

PURPOSE : Supply for the use of General Services division -AMBPS, for 1st quarter 2021

PR No. 01-20001-PR-2021-02-00246

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: 89318701 to 07 Voip 10093 and 10097
Fax No. 8951-7116

Page 4 of 4 page

(Signature over printed name)
Supplier