Luzvi

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

## REQUEST FOR QUOTATION

RFQ No. **21-0258 SHOPPING (b)**
Date: **April 13, 2021**

Department of Social Welfare and Development
BAC SECRETARIAT, PPMD-PROCUREMENT SERVICE
POSTED
APR 13 2021
POSTED by: Luzvi

**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 APRIL 22, 2021 ( Thursday ). 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 :** ____________________
   **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."

**RODEL D. TORRATO**
Procurement Officer
Tel. Nos. 8931-6139/ 8931-8101 to 07 Voip 10093 and 10097

____________________
**(Signature over Printed Name)**
**Supplier**

Procurement Form No. 04-A (Annex A)

Annex A

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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."

RFQ No. **21-0258 SHOPPING (b)**
Date : **April 13, 2021**

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

| Item | 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 | 100 | bottle | Alcohol, ethyl, 68%-72% scented, 500ml (-5ml) | 100.00 | | | |
| 2 | 50 | roll | Tape, masking 48mm, 2" (±1mm) | 106.60 | | | |
| 3 | 50 | roll | Tape, masking 24mm, 1" (±1mm) | 54.60 | | | |
| 4 | 600 | piece | Signpen, black 0.5mm needle tip | 34.61 | | | |
| 5 | 600 | piece | Signpen, blue 0.5mm needle tip | 34.61 | | | |
| 6 | 100 | piece | Correction tape, film base 6m | 14.02 | | | |
| 7 | 150 | pad | Notepad stick on 3"x4" min, 100sheets/pad | 59.28 | | | |
| 8 | 150 | pad | Notepad stick on 3"x3" min, 100sheets/pad | 47.73 | | | |
| 9 | 60 | pack | Battery, dry cell AA 2pcs/pack | 90.00 | | | |
| 10 | 60 | pack | Battery, dry cell AAA 2pcs/pack | 100.00 | | | |
| 11 | 30 | set | Marker fluorescent, 3assorted colors per set | 60.00 | | | |
| 12 | 50 | box | Paper clip 48mm min, 100pcs/box | 17.14 | | | |
| 13 | 50 | box | Paper clip 32mm min, 100pcs/box | 15.00 | | | |

PURPOSE : **For the use of Pantawid Pamilya NPMO 1st Quarter 2021 Supplies**

PR No. **01-20001-PR-2021-02-00204**

**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



**(Signature over printed name)**
**Supplier**

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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."

RFQ No. **21-0258 SHOPPING (b)**
Date : **April 13, 2021**

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

| Item | Qty. | Unit | Purchaser's Specifications | Unit Cost | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|---|
| 14 | 50 | Box | Index tab, 5sets/box | 56.68 | | | |
| 15 | 50 | Piece | Data folder,made of chipboard, taglia lock | 100.00 | | | |
| 16 | 50 | Piece | Data file box, made of chipboard, w/closed ends | 100.00 | | | |
| 17 | 500 | Ream | Multicopy paper, A4 80gsm, 210mm x 297mm | 200.00 | | | |
| 18 | 50 | Box | Staple wire standard, 5000 wires/box | 40.00 | | | |
| 19 | 500 | Piece | Ballpen, finepoint black 0.5mm | 20.00 | | | |
| 20 | 500 | Piece | Ballpen, finepoint blue 0.5mm | 20.00 | | | |
| 21 | 10 | pack | Folder, tagboard, for A4 size documents, 100pcs/pack | 279.00 | | | |
| 22 | 10 | bottle | Stamp pad ink, purple or violet,50ml (min) | 31.52 | | | |
| 23 | 3 | roll | Acetate, thickness:0.075mm min (gauge#3) | 847.82 | | | |
| 24 | 15 | book | Record book, 500pages size:214mm x 278mm min | 101.92 | | | |
| 25 | 30 | jar | Glue, all purpose, gross weight: 200grams min | 50.00 | | | |

PURPOSE : **For the use of Pantawid Pamilya NPMO 1st Quarter 2021 Supplies**

PR No. **01-20001-PR-2021-02-00204**

**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



____________________
**(Signature over printed name)**
**Supplier**

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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."

RFQ No. **21-0258 SHOPPING (b)**
Date : **April 13, 2021**

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

| Item | Qty. | Unit | Purchaser's Specifications | Unit Cost | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|---|
| 26 | 40 | roll | Tape, transparent, width:24mm (1") | 10.09 | | | |
| 27 | 40 | roll | Tape, transparent, width:48mm (2") | 19.97 | | | |
| 28 | 5 | bundle | Rags, all cotton, 32pcs/kilogram min | 100.00 | | | |
| 29 | 50 | pack | Trashbag, GPP specs,black,940mmx1016mm,10pcs/roll/pack | 134.68 | | | |
| 30 | 30 | box | Clip, backfold, all metal clamping 25mm (-1mm) 12pcs/box | 15.27 | | | |
| 31 | 30 | box | Clip, backfold, all metal clamping: 19mm (-1mm) 12pcs/box | 9.05 | | | |
| 32 | 30 | box | Fastener,metal, 70mm between prongs, 50sets/box | 83.41 | | | |
| 33 | 30 | piece | File organizer, expanding,plastic 12 pockets | 86.04 | | | |
| 34 | 5 | box | Rubber band, 70mm min lay flat length (#18) | 109.50 | | | |
| 35 | 5 | piece | Stamp pad, felt, bed dimension:60mm x 100mm | 34.95 | | | |
| 36 | 150 | pad | Notepad, stick on 2"x3" min, 100sheets/pad | 37.06 | | | |
| 37 | 50 | pad | Notepad stick on 2"x2" min, 100sheets/pad | 250.00 | | | |
| 38 | 30 | roll | Tape, packaging, 48mm, 2" (±1mm) | 19.97 | | | |

PURPOSE : **For the use of Pantawid Pamilya NPMO 1st Quarter 2021 Supplies**

PR No. **01-20001-PR-2021-02-00204**

**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



__________
(Signature over printed name)
Supplier

Procurement Form No. 04-A (Annex A)

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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."

RFQ No. **21-0258 SHOPPING (b)**
Date : **April 13, 2021**

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

| Item | Qty. | Unit | Purchaser's Specifications | Unit Cost | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|---|
| 39 | 150 | can | Disinfectant spray, aerosol type400-550 grams | 500.00 | | | |
| 40 | 50 | box | Pencil, lead w/eraser wood cased hardness, 1doz./box | 50.00 | | | |
| 41 | 30 | piece | Puncher,paper, heavy duty w/two hole guide | 131.96 | | | |
| 42 | 30 | pair | Scissors, symmetrical blade, length:65mm min | 40.56 | | | |
| 43 | 30 | piece | Stapler,standard type load cap 200 staples | 176.80 | | | |
| 44 | 30 | piece | Staple remover, plier type | 50.00 | | | |
| 45 | 15 | piece | Tape dispenser, table top for 24mm width tape | 64.20 | | | |
| 46 | 10 | unit | Calculator, compact 12digits, desktop calculator, solar&battery | 346.85 | | | |
| 47 | 2 | piece | Philippine National Flag, 100% Polyester, Type 1, Size: Length:1,828.8mm (6') (-3mm) Width:914.4mm (3')(-3mm) | 284.84 | | | |
| 48 | 200 | piece | Signpen,red liquid/gel ink 0.5mm needle tip | 34.61 | | | |
| 49 | 5 | bundle | Ring binder (1"x44") plastic 10pcs/bdl | 300.00 | | | |
| 50 | 5 | piece | Signpen, violet, liquid/gel ink 0.5mm needle tip | 35.00 | | | |

PURPOSE : **For the use of Pantawid Pamilya NPMO 1st Quarter 2021 Supplies**

PR No. **01-20001-PR-2021-02-00204**

**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



______________
**(Signature over printed name)**
**Supplier**

Annex A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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."

RFQ No. **21-0258 SHOPPING (b)**
Date : **April 13, 2021**

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

| Item | Qty. | Unit | Purchaser's Specifications | Unit Cost | Bidder's Specifications (Please fill out the detailed specifications in the space provided) | Unit Cost | Total Cost |
|---|---|---|---|---|---|---|---|
| 51 | 10 | pack | Photo paper, glossy, A4 10pcs/pack | 187.50 | | | |
| 52 | 10 | pack | Sticker paper, A4 10pcs/pack | 200.00 | | | |
| 53 | 10 | piece | Yarn (assorted) | 50.00 | | | |
| 54 | 3 | piece | Plastic storage boxes, 300Liters | 2,250.00 | | | |
| 55 | 3 | piece | Booklet stapler,long arm stapler for binding pamphlets, booklets | 1,000.00 | | | |
| 56 | 10 | piece | Glue stick, small | 50.00 | | | |
| | | | Approved Budget for the Contract (ABC): PhP 386,696.59 | | | | |
| | | | xxxxx-Nothing Follows-xxxxx | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

PURPOSE : **For the use of Pantawid Pamilya NPMO 1st Quarter 2021 Supplies**

PR No. **01-20001-PR-2021-02-00204**

**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



______________________
**(Signature over printed name)**
**Supplier**