

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-05-257
PR No. See attached Annex A
Mode of Proc: Shopping 52.1b

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!

*Title of the Project: Purchase of Office Supplies for the two-month use (April-May) of programs/offices CY 2022.

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 **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to quotation.fo3@dswd.gov.ph not later than **3:00PM June 2, 2022**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number] [Complete title of the Project]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

JENNIFER CAMPANG J. MORALES
Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record of End User to Service Provider within Sixty (60) days.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within Twenty (20) Calendar Day
- Place of Delivery: DSWD FO III Main Building, DMGC, Maimpis, City of San Fernando, Pampanga
- Terms of Payment: Within Thirty (30) Calendar Days
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.
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, 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 or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty (If applicable): _____
- 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.

Keilyn Joy Baltazar

RPMU

(Signature over Printed Name)
Supplier

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. 2022-05-257

Date: _____

*Delivery Date: Twenty (20) CD

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
	1	LOT	OFFICE SUPPLIES			
1	6	piece	ARCH FILE FOLDER, Black, Legal size			
2	3,062	piece	BALLPEN, RETRACTABLE, Ball Point, Black, 0.5mm tip			
3	45	piece	BALLPEN, RETRACTABLE, Ball Point, Blue, 0.5mm tip			
4	8	piece	BALLPEN, RETRACTABLE, Ball Point, Green, 0.5mm tip			
5	3	pack	CABLE TIE, NYLON, White, 6 inches, 50pcs/pack			
6	8	unit	CALCULATOR, 12 digits cap			
7	10	pack	CARBON FILM PAPER, LEGAL SIZE, Blue, 10 sheets/pack			
8	2	pack	CARTOLINA, WHITE, 20pcs/pack			
9	25	piece	CERTIFICATE HOLDER, A4 SIZE, Royal Blue			
10	10	book	CLEARBOOK, REFILLABLE, LEGAL SIZE, 20 Sheets/book			
11	19	box	CLIP, BACKFOLD, size: 1 1/4 inch, 12pcs/box			
12	38	box	CLIP, BACKFOLD, size: 1 inch, 12 pcs/box			
13	54	box	CLIP, BACKFOLD, size: 2 inch, 12pcs/box			
14	26	box	CLIP, BACKFOLD, size: 3/4 inch, 12pcs/box			
15	5	piece	CLIPBOARD, Plastic/Acrylic, Legal size, Assorted Colors			
16	16	ream	COLORLED PAPER, size: 8 1/2" x 11", Assorted Colors, 80gsm, 250 sheets/ream			
17	10	book	COLUMNAR NOTEBOOK, 12 columns, 50 leaves, 216 x 280 mm			
18	3	piece	CORKBOARD, WOOD, with aluminum frame, size: 12" x 12"			
19	1,747	piece	CORRECTION TAPE, disposable, width: 5mm x 10m			
20	8	piece	CUTTER KNIFE, Assorted Color, Blade size: 18mm			
21	2	spindle	DVD+R 16X/4.7gb, 50 pieces per spindle			
22	40	piece	ENVELOPE, CLICK CATALOG WITH STRING, Kraft, Portrait, 9 x 12 inches			
23	41	piece	ENVELOPE, CLICK CATALOG WITHOUT STRING, Kraft, Portrait, 9 x 12 inches			
24	21	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs./box			
25	50	piece	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size docs			
26	150	piece	ENVELOPE, EXPANDING, PLASTIC, with handle, Transparent, Legal			
27	10	box	ENVELOPE, MAILING, Legal size, 500 pcs./box			
28	17	box	ENVELOPE, MAILING, with window, Legal size, 500 pcs./box			
29	30	piece	ENVELOPE, w/ PLASTIC, Legal, Clear, with button			
30	12	piece	ERASER, for PENCIL, Rubber, Small			
31	606	box	FASTENER, METAL, Silver, 7cm, 50 sets/box			
32	5	box	FASTENER, PLASTIC, Asstd. Color, 7cm, 50 sets/box			
33	4	piece	FLASH DRIVE, 64gb, Transfer Rate: 3.0			
34	14	pack	FOLDER, COLORED, LEGAL SIZE, GREEN, 10 pieces/pack			
35	11	pack	FOLDER, COLORED, LEGAL SIZE, ORANGE, 10 pieces/pack			
36	11	pack	FOLDER, COLORED, LEGAL SIZE, PINK, 10 pieces/pack			
37	14	pack	FOLDER, COLORED, LEGAL SIZE, RED, 10 pieces/pack			

38	11	pack	FOLDER, COLORED, LEGAL SIZE, YELLOW, 10 pieces/pack		
39	177	piece	FOLDER, PRESSBOARD, GREEN, Legal		
40	40	piece	FOLDER, PRESSBOARD, ORANGE, Legal		
41	40	piece	FOLDER, PRESSBOARD, YELLOW, Legal		
42	25	piece	FOLDER, PRESSBOARD, BLUE, Legal		
43	25	piece	FOLDER, PRESSBOARD, RED, Legal		
44	9	piece	FOLDER, TAGBOARD, WHITE, Legal size		
45	6	piece	GLUE GUN, SMALL, Assorted Color		
46	9	pack	GLUE STICK, for Glue Gun, Small, 6 sticks/pack		
47	62	bottle	GLUE, MULTI-PURPOSE, gross weight: 130 grams		
48	10	box	INDEX TAB, White, 5 sets per box		
49	3	pack	LAMINATING FILM, A4 size, 125 microns, 25pcs/pack		
50	15	pack	MANILA PAPER, 36" x 48", pale yellow, 2pcs/pack		
51	15	set	MARKER, FLUORESCENT, CHISEL TIP, 4 Asst. colors per set		
52	12	piece	MARKER, PERMANENT, BROAD TIP, Black		
53	67	piece	MARKER, PERMANENT, FINE TIP, Black		
54	12	piece	MARKER, WHITEBOARD, Black		
55	6	piece	MOUSEPAD, With Wrist Foam Support, Black		
56	390	pack	NOTEPAD, STICK-ON, Yellow, size: (3"x3") 100 sheets/pack		
57	34	box	PAPER CLIP, Vinyl/Plastic Coated, 33 mm, Asstd. Colors, 100pcs/bx		
58	37	box	PAPER CLIP, Vinyl/Plastic Coated, 50 mm, Asstd. Colors, 100pcs/bx		
59	259	ream	PAPER, COPY, A4 size, 80 gsm, 500pcs/ream		
60	26	box	PENCIL, WITH ERASER, No. 2, 12 pcs./box		
61	1	piece	PENCIL SHARPENER, DESKTOP, single cutterhead		
62	20	pack	PHOTO PAPER, A4 size, Glossy, 180gsm, 10 sheets/pack		
63	5	pack	PHOTO PAPER, A4 size, Matte, 180gsm, 10 sheets/pack		
64	5	roll	PLASTIC COVER, 13.50 x 5 meters, gauge 5		
65	14	piece	PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller		
66	69	piece	PLASTIC STORAGE BOX, 70L capacity, clear, w/ cover & roller		
67	50	piece	PUNCHER, PAPER, heavy duty, two-hole, asstd. color		
68	2	pack	PUSHPIN, Flathead type, assorted colors, 100pins/pack		
69	61	book	RECORD BOOK, 300 pages, size: 214mm x 278mm		
70	43	book	RECORD BOOK, 500 pages, size: 214mm x 278mm		
71	212	box	RUBBER BAND, 70mm min lay flat length (#18)		
72	5	piece	RULER, PLASTIC, 12 inches, 1 piece in individual plastic		
73	56	piece	SCISSORS, symmetrical, heavy duty, blade length: 8"		
74	719	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Black, 0.5 mm, needle tip		
75	99	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Blue, 0.5 mm, needle tip		
76	204	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Green, 0.5 mm, needle tip		
77	2	piece	SIGNPEN, GEL TYPE, Liquid gel/ink , Red, 0.5 mm, needle tip		
78	25	piece	SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Blue, 0.5 mm, needle tip		
79	152	piece	SIGNPEN, QUICK-DRY, Non-retractable, Rubber Grip, Black, 0.5 mm, needle tip		
80	20	pack	SPECIALTY PAPER, LETTER, 200gsm, White, 10 sheets/pack		
81	71	bottle	STAMP PAD INK, purple or violet, 30ml		
82	164	piece	STAMP PAD, FELT, Blue, No.2		
83	5	piece	STAMP, SELF-INKING, Standard Size, W/ 2-3 lines format		
84	4	piece	STAPLE REMOVER, Heavy Duty, Metal, Plier Type		
85	195	box	STAPLE WIRE, No.35, 5,000 pcs/box		
86	89	piece	STAPLER W/ REMOVER, Staple #35		
87	11	pack	STICKER PAPER, A4 size, Glossy, 10 sheets/pack		
88	24	pack	STICKER PAPER, A4 size, Matte, 10 sheets/pack		
89	86	pack	STICKY NOTES, FILM MARKER, 20 sheets per color, 7 Asstd Colors/pack		
90	1	piece	TAPE DISPENSER, Big, Assorted Color		
91	120	roll	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm		


92	7	roll	TAPE, DUCT, Silver, width: 48mm			
93	13	roll	TAPE, PACKAGING, width: 48mm			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 975,860.69			

PURPOSE: Purchase of Office Supplies for the two month use (April-May) of programs/offices CY 2022.

PR No. 2022-03-178, 2022-03-168, 2022-03-176, 2022-02-162, 2022-02-135, 2022-03-211, 2022-03-222, 2022-03-223, 2022-03-260, 2022-03-167, 2022-03-224, 2022-03-202, 2022-03-204, 2022-03-195, 2022-03-263, 2022-03-273

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. 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. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

Note: No negative feedback/record of End User to Service Provider within Sixty (60) days.


JENNIFER C. MORALES
 Procurement Officer

 Supplier