

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

REQUEST FOR QUOTATION

RFQ No. 2022-08-569  
PR No. See attached Annex A  
Mode of Proc: Shopping 52.1b

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*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 OF VARIOUS OFFICES/PROGRAMS.**

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 **12:00PM September 5, 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] [DEADLINE OF SUBMISSION]**. 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-MORALES  
Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Lot Basis
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: **Thirty (30) Calendar Day**
- Good/s/Activity shall be delivered within: 15-20 Calendar Days
- Place of Delivery: DSWD FO III, Main Building, DMGC, CSFP
- 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](http://www.philgeps.gov.ph) and register for free.

  
Keilyn Joy G. Baltazar

PPMU

\_\_\_\_\_  
(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. 2022-08-569  
Date: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please State your Compliance)	UNIT COST	TOTAL COST
1		LOT	OFFICE SUPPLIES			
12		unit	CALCULATOR, 12 digits cap			
18		pack	CARTOLINA, ASSORTED COLORS, 20pcs/pack			
30		book	CLEARBOOK, REFILLABLE, LEGAL SIZE, 20 Sheets/book			
15		box	CLIP, BACKFOLD, size: 1 1/4 inch, 12pcs/box			
105		box	CLIP, BACKFOLD, size: 1 inch, 12 pcs/box			
84		box	CLIP, BACKFOLD, size: 2 inch, 12pcs/box			
65		box	CLIP, BACKFOLD, size: 3/4 inch, 12pcs/box			
51		piece	MARKER, PERMANENT, FINE TIP, Black			
59		piece	MARKER, WHITEBOARD, Black			
119		box	PAPER CLIP, Vinyl/Plastic Coated, 33 mm, Asstd. Colors, 100pcs/bx			
4,451		ream	PAPER, COPY, A4 size, 70 gsm, 500pcs/ream			
100		book	RECORD BOOK, 300 pages, size: 214mm x 278mm			
265		book	RECORD BOOK, 500 pages, size: 214mm x 278mm			
40		piece	SCISSORS, symmetrical, heavy duty, blade length: 8"			
30		roll	TAPE, MASKING, width: 48mm			
18		roll	TAPE, TRANSPARENT, width: 48mm			
1,835		piece	SIGNPEN, GEL TYPE, Liquid gel/ink, Black, 0.5 mm, needle tip			
122		piece	STAMP PAD, FELT, Blue, No.2			
15		piece	RULER, PLASTIC, 12 inches, 1 piece in individual plastic			
151		piece	SIGNPEN, GEL TYPE, Liquid gel/ink, Blue, 0.5 mm, needle tip			
<i>Note: No negative feedbacks and no delay of delivery of Service Provider within Three (3) months.</i>						
<b>Approved Budget for the Contract: Php 830,432.88</b>						

**PURPOSE:** PURCHASE OF OFFICE SUPPLIES FOR THE TWO MONTH USE OF VARIOUS OFFICES/PROGRAMS.

**PR No.** 2022-01-015, 2022-01-018, 2022-01-022, 2022-01-023, 2022-01-025, 2022-01-030, 2022-01-039, 2022-01-047, 2022-01-048, 2022-01-049, 2022-01-053, 2022-02-056, 2022-02-057, 2022-02-058, 2022-02-060, 2022-02-063, 2022-05-558, 2022-05-509, 2022-05-525, 2022-05-529, 2022-05-556, 2022-05-496, 2022-05-506, 2022-05-517, 2022-05-532, 2022-05-557, 2022-05-568, 2022-05-522, 2022-05-531, 2022-06-636, 2022-05-524, 2022-05-518, 2022-05-559 .

**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!

  
**JENNIFER C. MORALES**  
Procurement Officer

\_\_\_\_\_  
Supplier