

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)****REQUEST FOR QUOTATION**RFQ No. **2023-02-022**
PR No. **See 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 (FEBRUARY-MARCH) OF ACCOUNTING, HRMD, COA, DRMD, SLP, BUDGET, PASS, SFP, FMD DC, PDPS, GENSER AND CASH SECTION FOR CY 2023.**

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 **2:00PM February 10, 2023**. 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: Thirty (30) Calendar Days
- Place of Delivery: DSWD FO III, Maimpis, 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.

7. 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.

8. For goods, please indicate brand, model and country or origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): _____

10. 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

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. 2023-02-022
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			
	9	pack	BATTERY, AA, Alkaline, 1.5Volts, 2 pieces per blister pack			
	1	piece	BINDER FOLDER, with 3 RINGS, PVC Cover, Black, 2-inch, A4 size			
	35	unit	CALCULATOR, Compact, 12 digits cap			
	12	pack	CARTOLINA, ASSORTED COLORS, 20pcs/pack			
	25	piece	CLEARBOOK, with 20 Transparent Pockets, Refillable, A4 size, Blue			
	28	box	CLIP, BACKFOLD, size: 1 1/4 inch, 12pcs/box			
	32	box	CLIP, BACKFOLD, size: 2 inch, 12pcs/box			
	3	ream	COLORED PAPER, PREMIUM, Letter size, Assorted Colors, 80gsm, 250 sheets/ream			
	3	book	COLUMNAR NOTEBOOK, 12 columns, 50 leaves, 216 x 280 mm			
	107	piece	CORRECTION TAPE, disposable, width: 5mm x 8m			
	1	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs./box			
	20	piece	ENVELOPE, EXPANDING, KRAFTBOARD, w/ string, legal size			
	215	piece	ENVELOPE, EXPANDING, PLASTIC, with handle, Transparent, Legal			
	1	box	ENVELOPE, MAILING, Legal size, 500 pcs./box			
	32	box	FASTENER, METAL, Silver, 7cm, 50 sets/box			
	125	piece	FOLDER, PRESSBOARD, GREEN, Legal			
	75	piece	FOLDER, PRESSBOARD, ORANGE, Legal			
	75	piece	FOLDER, PRESSBOARD, YELLOW, Legal			
	25	piece	FOLDER, PRESSBOARD, BLUE, Legal			
	50	piece	FOLDER, PRESSBOARD, RED, Legal			
	75	piece	FOLDER, PRESSBOARD, PINK, Legal			
	3	pack	FOLDER, TAGBOARD, WHITE, Legal size, 100pcs/packs			
	11	bottle	GLUE, MULTI-PURPOSE, gross weight: 130 grams			
	9	pack	LAMINATING FILM, A4 size, 125 microns, 25pcs/pack			
	44	set	MARKER, FLUORESCENT, CHISEL TIP, 3 Asst. colors per set, Writing Performance: at least 100meters			
	3	box	MARKER, PERMANENT, BROAD TIP, Black, 12pcs/box			
	2	box	MARKER, PERMANENT, FINE TIP, Black, 12pcs/box			
	2	box	MARKER, WHITEBOARD, Black, 12pcs/box			
	3	piece	MOUSEPAD, With Wrist Foam Support, Black			
	242	pack	NOTEPAD, STICK-ON, Assorted Color, size: (3"x3") 100 sheets/pack			
	5	pad	PAD PAPER, INTERMEDIATE, WHOLE, 200 x 250mm, 80 leaves			
	80	box	PAPER CLIP, Vinyl/Plastic Coated, 33 mm, Asstd. Colors, 100pcs/bx			
	68	box	PAPER CLIP, Vinyl/Plastic Coated, 50 mm, Asstd. Colors, 100pcs/bx			
	9	piece	PENCIL SHARPENER, DESKTOP, single cutterhead			
	15	box	PENCIL, WITH ERASER, No. 2, 12 pcs./box			
	7	pack	PHOTO PAPER, A4 size, Glossy, 180gsm, 10 sheets/pack			
	8	pack	PHOTO PAPER, A4 size, Matte, 180gsm, 10 sheets/pack			
	41	piece	PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller			
	19	piece	PUNCHER, PAPER, heavy duty, two-hole, asstd. color			
	19	book	RECORD BOOK, 500 pages, size: 214mm x 278mm			
	10	box	RUBBER BAND, 70mm min lay flat length (#18)			
	50	piece	SCISSORS, symmetrical, over-all length: 160mm			
	117	box	SIGNPEN, GEL TYPE, Liquid or Gel, Black, 0.5 mm, needle tip, 12pcs/box			
	12	box	SIGNPEN, GEL TYPE, Liquid gel/ink , Blue, 0.5 mm, needle tip, 12pcs/box			
	25	box	SIGNPEN, GEL TYPE, Liquid gel/ink , Green, 0.5 mm, needle tip, 12pcs/box			
	3	box	SIGNPEN, GEL TYPE, Liquid gel/ink , Red, 0.5 mm, needle tip, 12pcs/box			
	2	piece	SIGNPEN, HI-TECHPOINT, V5, Violet			
	21	piece	SIGNPEN, HI-TECHPOINT, Roller Ballpen, V10, with grip, Black			

183	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Black, 0.5 mm, needle tip		
30	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Blue, 0.5 mm, needle tip		
1	pack	SPECIALTY BOARD, A4 size, 220gsm, White, 10 sheets/pack		
46	pack	SPECIALTY PAPER, A4 size, 200gsm, White, 10 sheets/pack		
8	bottle	STAMP PAD INK, purple or violet, 30ml		
19	piece	STAMP PAD, FELT, Blue, No.2		
2	piece	STAMP, SELF-INKING, Standard Size, W/ 2-3 lines format		
1	box	STAPLE WIRE, 23/10, 1000 staples/box		
51	box	STAPLE WIRE, 23/13 1000pcs/box		
83	box	STAPLE WIRE, No.35, 5,000 pcs/box		
59	piece	STAPLER W/ REMOVER, Assorted Color, Staple #35		
1	piece	STAPLER, BINDER TYPE, Heavy Duty		
13	pack	STICKER PAPER, A4 size, Glossy, 10 sheets/pack		
3	pack	STICKER PAPER, A4 size, Matte, 10 sheets/pack		
184	pack	STICKY NOTES, FILM MARKER, 20 sheets per color, 7 Asstd Colors/pack		
12	piece	TAPE DISPENSER, Big, Assorted Color		
2	roll	TAPE, DOUBLE-SIDED, w/ foam, width: 24mm		
24	roll	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm		
16	roll	TAPE, DUCT, Silver, width: 48mm		
23	roll	TAPE, MASKING, width: 48mm		
2	roll	TAPE, PACKAGING, width: 48mm		
128	roll	TAPE, TRANSPARENT, width: 24mm		
61	roll	TAPE, TRANSPARENT, width: 48mm		
* NOTHING FOLLOWS *				
<i>Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.</i>				
Approved Budget for the Contract: PhP 454,273.30				

PURPOSE: PURCHASE OF OFFICE SUPPLIES FOR THE TWO MONTH USE (FEBRUARY-MARCH) OF ACCOUNTING, HRMD, COA, DRMD, SLP, BUDGET, PASS, SFP, FMD DC, PDPS, GENSER AND CASH SECTION FOR CY 2023.

PR No. 2023-01-047, 2023-01-046, 2023-02-082, 2023-01-071, 2023-01-050, 2023-01-048, 2023-01-051, 2023-01-035, 2023-01-055, 2023-01-072, 2023-01-033, 2023-01-110

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 G. MORALES
 Procurement Officer

 Supplier