



ADMINISTRATIVE DIVISION FIELD OFFICE III

DSWD-GF-004 | REV 02 / 17 AUG 2022

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

	RFQ No. 2023-06-040 PR No. See Annex A Mode of Proc: Shopping 52.1b
*Company Name:	
*Company Address:	*REQUIRED. To avoid bid disqualification, please
*Contact Person:	fill out all the items accordingly. Indicate "N/A"
*Contact No.:	if not applicable. Thank you!
*Email Address:	
*PhilGens Reg. No :	

*Title of the Project: <u>PURCHASE OF OFFICE SUPPLIES FOR THE TWO MONTH USE (JULY-AUGUST) OF VARIOUS OFFICES/PROGRAMS FOR CY 2023.</u>

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

Shopping (for Shopping 52.1B)

- · Philgeps Registration Number
- · Valid Mayor's Permit

For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership may be submitted in lieu of the said documents

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite Select the Menu – "BID SUBMISSION"		
IN PERSON SUBMISSION	Procurement Section, 2ff, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga		
DEADLINE OF SUBMISSION	10:00 AM June 27, 2023		

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in pdf format ONLY clearly scanned in a SINGLE FILE including supporting documents

Very truly yours,

OIC Admin Division Chief
Concurrent Procurement Section Chief

SOCUTAC 100-1001







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Terms and Conditions:
1. Award shall be made on per: Item Basis Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Thirty (30) Calendar Day
4. Good/s/Activity shall be delivered within: Twenty (20) Calendar Days
5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pampanga
6. 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.
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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):
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duly authorized representative(s).
12. 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.
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b than
KEILYN UOY B. CALMA
.,
PPMU (Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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.:				

TEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
			OFFICE SUPPLIES			
	2616	piece	BALLPEN, RETRACTABLE, Ball Point, Oil Gel Pen, 0.5mm tip, Black			
i	212	piece	BALLPEN, RETRACTABLE, Ball Point, Oil Gel Pen, 0.5mm tip, Blue			
	607	piece	CERTIFICATE HOLDER, A4 SIZE, Royal Blue			
	5	piece	CLEARBOOK, with 20 Transparent Pockets, Refillable, A4 size, Blue			
ĺ	219	box	CLIP, BACKFOLD, size: 1 1/4 inch, 12pcs/box			
	232	box	CLIP, BACKFOLD, size: 2 inch, 12pcs/box			
	9	ream	COLORED PAPER, PREMIUM, Letter size, Assorted Colors, 80gsm, 25	0 sheets/ream		
i	16	book	COLUMNAR NOTEBOOK, 12 columns, 50 leaves, 216 x 280 mm			
	772	piece	CORRECTION TAPE, disposable, width: 5mm x 8m			
	20	piece	ENVELOPE, CLICK CATALOG WITH STRING, Kraft, Portrait, 9 x 12 inc	ches		
	10	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs/box			
	130	piece	ENVELOPE, EXPANDING, KRAFTBOARD, w/ string, legal size			
	265	piece	ENVELOPE, EXPANDING, PLASTIC, with handle, Transparent, Legal			
	12	piece	ENVELOPE, PLASTIC, without handle, Transparent, Button type lock, Lo	egal		
	2	box	ENVELOPE, MAILING, WITH WINDOW, Legal size, 500 pcs./box			
	20	piece	ERASER, for PENCIL, Rubber, Small			
	193	box	FASTENER, METAL, Silver, 7cm, 50 sets/box			
	10	box	FASTENER, PLASTIC, Asstd. Color, 7cm, 50 sets/box			
+	4	piece	FLASH DRIVE, 64gb, Transfer Rate: 3.0			
	148	piece	FOLDER, PRESSBOARD, GREEN, Legal			
	67	piece	FOLDER, PRESSBOARD, ORANGE, Legal			
i	87	piece	FOLDER, PRESSBOARD, YELLOW, Legal			
	17	piece	FOLDER, PRESSBOARD, BLUE, Legal			
+	37	piece	FOLDER, PRESSBOARD, RED, Legal			
	153	piece	FOLDER, PRESSBOARD, PINK, Legal			
1	86	pack	FOLDER, TAGBOARD, WHITE, Legal size, 100pcs/packs			
+	14	pack	GLUE STICK, for Glue Gun, Small, 6 sticks/pack			
T	12	piece	GLUE, STICK, All purpose, non toxic, 15grams			
	22	pack	LAMINATING FILM, A4 size, 125 microns, 25pcs/pack			,
+	17	box	MARKER, PERMANENT, BROAD TIP, Black, 12pcs/box			
-	41	box	MARKER, PERMANENT, FINE TIP, Black, 12pcs/box			
\dashv	1	box	MARKER, WHITEBOARD, Black, 12pcs/box			
	220	piece	NOTEBOOK, spiral, 80 leaves, Asstd. Colors, 148mm x 200mm			
+	20	piece	NOTEBOOK, STENOGRAPHER, 60 Leaves, 6"x9"			
-	1035	pack	NOTEPAD, STICK-ON, Assorted Color, size: (3"x3") 100 sheets/pack			
	47	pad	PAD PAPER, INTERMEDIATE, WHOLE, 200 x 250mm, 80 leaves			
-	12	pad	PAD PAPER, For Grade 1, 80 leaves			<u> </u>

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* 22	pad	PAD PAPER, For Grade 2, 80 leaves	
22	pad	PAD PAPER, For Grade 3, 80 leaves	
22	pad	PAD PAPER, For Grade 4, 80 leaves	
12	pad	PAD PAPER, LENGTHWISE, 80 leaves	
12	pad	PAD PAPER, CROSSWISE, 80 leaves	
32	pad	PAD PAPER, 1/4 size Quiz Pad, 100mm x 125mm, 80 leaves	
111	box	PAPER CLIP, Vinyl/Plastic Coated, 50 mm, Asstd. Colors, 100pcs/bx	
59	box	PENCIL, WITH ERASER, No. 2, 12 pcs./box	
17	pack	PHOTO PAPER, A4 size, Glossy, 180gsm, 10 sheets/pack	
288	pack	PHOTO PAPER, A4 size, Matte, 180gsm, 20 sheets/pack	
11	piece	PLASTIC STORAGE BOX, 34L capacity, clear, w/ cover & roller	
31	piece	PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller	
15	piece	PUNCHER, PAPER, heavy duty, two-hole, asstd. color	
117	book	RECORD BOOK, 500 pages, size: 214mm x 278mm	
4	piece	RECORD STORAGE BOX, with Lid, Cardboard, Legal size	
350	box	RUBBER BAND, 50grams, #16, Assorted Color	
13	piece	RULER, PLASTIC, 450mm, 1 piece in individual plastic	
46	piece	SCISSORS, symmetrical, over-all length: 7 inches	
375	box	SIGNPEN, GEL TYPE, Liquid or Gel, Black, 0.5 mm, needle tip, 12pcs/box	
169	box	SIGNPEN, GEL TYPE, Liquid gel/ink , Blue, 0.5 mm, needle tip, 12pcs/box	
73	box	SIGNPEN, GEL TYPE, Liquid gel/ink , Green, 0.5 mm, needle tip, 12pcs/box	
1	box	SIGNPEN, GEL TYPE, Liquid gel/ink , Purple, 0.5 mm, needle tip, 12pcs/box	
283	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Black, 0.5 mm, needle tip	
100	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Blue, 0.5 mm, needle tip	
22	piece	SIGNPEN, QUICK-DRY, Black Liquid gel/ink, Non-retractable, 1.00mm ball metal point	
291	pack	SPECIALTY BOARD, A4 size, 220gsm, White, 10 sheets/pack	
23	pack	SPECIALTY BOARD, LEGAL, 220gsm, White, 10 pieces/pack	
393	pack	SPECIALTY PAPER, A4 size, 200gsm, White, 10 sheets/pack	
470	piece	STAMP PAD, FELT, Blue, No.2	
1	piece	STAPLE REMOVER, Heavy Duty, Metal, Plier Type	
15	box	STAPLE WIRE, 23/13 1000pcs/box	
1180	box	STAPLE WIRE, No.35, 5,000 pcs/box	
849	piece	STAPLER W/ REMOVER, Assorted Color, Staple #35	
10	pack	STICKER PAPER, A4 size, Glossy, 10 sheets/pack	
40	pack	STICKER PAPER, A4 size, Matte, 10 sheets/pack	
0.00		A CANTON DESCRIPTION OF STREET AND	
361	pack	STICKY NOTES, FILM MARKER, 20 sheets per color, 10 Asstd Colors/pack	
13	piece	TAPE DISPENSER, Big, Assorted Color	
16	roll	TAPE, DOUBLE-SIDED, w/ foam, width: 24mm x 10m	
108	roll	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm x 10m	
93	roll	TAPE, DUCT, Silver, width: 48mm x 10m	
229	roll	TAPE, MASKING, width: 48mm x 20m	
18	roll	TAPE, PACKAGING, width: 48mm x 50m	
316	roll	TAPE, TRANSPARENT, width: 24mm x 10m	
107	roll	TAPE, TRANSPARENT, width: 48mm x 20m	
		* NOTHING FOLLOWS *	
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	Approved Budget for the Contract: PhP 954,244.40					
PURPOSE:	PURCHASE OF OFFICE SUPPLIES FOR THE TWO MONTH USE (JULY AUGUST) OF VARIOUS OFFICES/PROGRAMS FOR CY 2023.					
PR No.	2023-05-081, 2023-05-127-A, 2023-05-079, 2023-05-073, 2023-05-099, 2023-05-046, 2023-05-043, 2023-05-094, 2023-05-117-A, 2023-05-085, 2023-05-105, 2023-05-157, 2023-05-180, 2023-05-067, 2023-05-133, 2023-05-179, 2023-06-028, 2023-06-024, 2023-06-017					
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!					
	RAYMUND VINCENT A. PANLILIO					
	OKC - Admin Division Chief Concurrent Procurement Section Chief Supplier					