

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: \_\_\_\_\_  
\*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 (JULY-AUGUST) OF VARIOUS OFFICES/PROGRAMS 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.

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

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,

  
RAYMOND VINCENT A. PANLILIO  
OIC Admin Division Chief  
Concurrent Procurement Section Chief

**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.

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): \_\_\_\_\_
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its 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](http://www.philgeps.gov.ph) and register for free.



**KEILYN JOY B. CALMA**

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](http://www.philgeps.gov.ph) to register."

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Date: \_\_\_\_\_

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

ITEM 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
			<b>OFFICE SUPPLIES</b>			
	2616	piece	BALLPEN, RETRACTABLE, Ball Point, Oil Gel Pen, 0.5mm tip, Black			
	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			
	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, 250 sheets/ream			
	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 inches			
	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, Legal			
	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			
	87	piece	FOLDER, PRESSBOARD, YELLOW, Legal			
	17	piece	FOLDER, PRESSBOARD, BLUE, Legal			
	37	piece	FOLDER, PRESSBOARD, RED, Legal			
	153	piece	FOLDER, PRESSBOARD, PINK, Legal			
	86	pack	FOLDER, TAGBOARD, WHITE, Legal size, 100pcs/packs			
	14	pack	GLUE STICK, for Glue Gun, Small, 6 sticks/pack			
	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			
	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			



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

OC - Admin Division Chief  
Concurrent Procurement Section Chief



\_\_\_\_\_  
Supplier