

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

REQUEST FOR QUOTATION

RFQ No. 2024-02-030
PR No. 2024-02-004
Mode of Proc: Shopping 52.1 B

*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 SUPPLIES TO SUPPORT THE OPERATION AND IMPLEMENTATION ON EMERGENCY CASH TRANSFER PROGRAM**

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 52.1 B)

- 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 document

- Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature or photos with readable brand, and specifications (**i.e brochure, websites, clear pictures showing the brand, model, and description**), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.

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 in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite Select the Menu – "BID SUBMISSION"
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IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	2:00 PM February 20, 2024

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,


ADRIAN D. MORALES 
OIC- Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
- Quotation validity shall be: Thirty (30) Calendar days
- Good/s/Activity shall be delivered within: Fifteen (15) Calendar Days
- Place of Delivery: DSWD FO III Main Building, Brgy. Maimpis CSFP
- Terms of Payment: 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): _____
- 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).
- 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.

JOSEPH ALLAN T. TONGOL JR.

PPMU)

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ NO. 2024-02-030

Date: _____

*Company Name: _____

*Company Address: _____

*Contact Person: _____

*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)</small>	UNIT COST	TOTAL COST
	100	ream	PAPER, COPY, A4 size, 80 gsm, 500pcs/ream			
	50	piece	BALLPEN, RETRACTABLE, Ball Point, Oil Gel Pen, 0.5mm tip, Black			
	40	bottle	EPSON INK BOTTLE 003, Black, 65 ml, Original			
	20	bottle	EPSON INK BOTTLE 003, Cyan, 65 ml, Original			
	20	bottle	EPSON INK BOTTLE 003, Magenta, 65 ml, Original			
	20	bottle	EPSON INK BOTTLE 003, Yellow, 65 ml, Original			
	50	piece	SIGNPEN, HI-TECHPOINT, Roller Ballpen, V10, with grip, Black			
	10	box	SIGNPEN, GEL TYPE, Liquid or Gel, Black, 0.5 mm, needle tip, 12pcs/box			
	50	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Black, 0.5 mm, needle tip			
	50	pack	NOTEPAD, STICK-ON, Assorted Color, size: (3"x3") 100 sheets/pack			
	20	piece	STAPLER W/ REMOVER, Assorted Color, Staple #35			
	10	box	STAPLE WIRE, No.35, 5,000 pcs/box			
	100	piece	ENVELOPE, EXPANDING, PLASTIC, with handle, Transparent, Legal			
	5	roll	TAPE, DUCT, Silver, width: 48mm x 25m			
	10	roll	TAPE, DOUBLE-SIDED, w/out foam, width: 24mm x 10m			
	10	roll	TAPE, MASKING, width: 48mm x 20m			
	10	pack	SPECIALTY PAPER, A4 size, 200gsm, White, 10 sheets/pack			
	6	cart	HP 79A, INK TONER CARTRIDGE, Black, Original			
	6	unit	CALCULATOR, Compact, 12 digits cap			
	99	piece	CORRECTION TAPE, disposable, width: 5mm x 8m			
	100	box	FASTENER, METAL, Silver, 7cm, 50 sets/box			
	50	piece	PENCIL, WITH ERASER, No. 2			
	10	pack	PHOTO PAPER, A4 size, Glossy, 180gsm, 10 sheets/pack			
	10	piece	PUNCHER, PAPER, heavy duty, two-hole, asstd. color			
	30	box	CLIP, BACKFOLD, size: 2 inch, 12pcs/box			
	50	piece	CERTIFICATE HOLDER, A4 SIZE, Royal Blue			
	100	piece	BALLPEN, RETRACTABLE, Ball Point, Oil Gel Pen, 0.5mm tip, Black			
	50	piece	SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Black, 0.5 mm, needle tip			
	2	pack	FOLDER, TAGBOARD, WHITE, Legal size, 100pcs/packs			
			NO THINGS FOLLOWS			
			Approved Budget for the Contract: PhP 149,997.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

<p>In WORDS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>In FIGURES:</p> <p>PHP _____</p>
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PURPOSE: PURCHASE OF SUPPLIES TO SUPPORT THE OPERATION AND IMPLEMENTATION ON EMERGENCY CASH TRANSFER PROGRAM

PR No. : 2024-02-004

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"

ADRIAN D. MORALES ■

OIC - PROCUREMENT SECTION CHIEF

SUPPLIER