

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-06-390

End-user: ADMIN

Name of Project: _____

RFQ No.: 2022-07-475

Date: JULY 05, 2022

ABC ₱621,275.54

PURCHASE OF OFFICE SUPPLIES FOR DSWD-CAR (SVP)

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam: _____

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before **JULY 11, 2022 , 12:00NN.**


ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s , quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be until the conduct of the activity.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - c. **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - d. **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the latter shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement** .
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address bacsec.car@dswd.gov.ph.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
 40 North Drive, Baguio City

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PURCHASE OF OFFICE SUPPLIES FOR DSWD-CAR (SVP)				
a.	Ballpen, black, fine tip, retractable	1000	piece		
b.	Ballpen, blue, fine tip, retractable	1000	piece		
c.	Certificate Holder, Legal, red	100	piece		
d.	Clipboard, material: plastic (nursing clip board)	40	piece		
e.	Crayons, 16 colors	11	box		
f.	Dater, self inking	30	piece		
g.	FILE TRAY, 2 layer, metal	11	piece		
h.	Fingertip Moistener	105	piece		
i.	Glue, 473ml min.	41	bottle		
j.	INK Refill, Brother DCP T420W, black, 108ml	5	bottle		
k.	INK Refill, Brother DCP T420W, cyan, 41.8ml	5	bottle		
l.	INK Refill, Brother DCP T420W, magenta, 41.8ml	5	bottle		
m.	INK Refill, Brother DCP T420W, yellow, 41.8ml	5	bottle		
n.	INK Refill, Epson,003, Black, 65ml	230	bottle		
o.	INK Refill, Epson,003, Cyan, 65ml	115	bottle		
p.	INK Refill, Epson,003, Magenta, 65ml	115	bottle		
q.	INK Refill, Epson,003, Yellow, 65ml	115	bottle		
r.	Notepad, Sticky notes, 1.5"x2", 100s/pad	50	pad		
s.	Organizer Tube for wires and cables, diameter of at least 28mm, length of 2 meters, color: black, with clip	115	piece		
t.	Paper Cutter, A3, B4, A4, A5, B6, B7, sharp and durable blade, full metal base	2	piece		
u.	PAPER, Photo, A4, 100gsm, 10's/pack	50	pack		
v.	PAPER, Specialty Board, A4, White, 250gsm, 10s/pack	50	pack		
w.	PAPER, Sticker, A4, matte, 10s/pack	100	pack		
x.	RULER, 12", metal	10	piece		
y.	RULER, 12", plastic	25	piece		
z.	Scissors, Symmetrical, 8", Stainless Steel	50	piece		
aa.	Sticky Note Page markers, 1/2 x 2in, multicolored, 50sheets/pad, 5pads/pack (paper material)	200	pack		
ab.	Storage Box, 70L, blue/white	6	box		
ac.	Tape Dispenser, 1"	10	piece		
ad.	Tape Dispenser, 2"	7	piece		
ae.	Tape, Double-sided, 1", 24mm x 10M	50	roll		
af.	Tape, Duct, 2", 48mm x 50M	50	roll		
ag.	Toner, for Laserjet Pro, M102a	43	pack		

Delivery: November (Second Week)					
a.	Ballpen, black, fine tip, retractable	635	piece		
b.	Ballpen, blue, fine tip, retractable	784	piece		
c.	Ballpen, Red, retractable, fine tip	35	piece		
d.	Certificate Holder, A4, red	200	piece		
e.	Notepad, stick on, 76mmx127mm (3"x5"), 100s/pad, with lines	286	pad		
f.	PAPER, Multicopy, Letter, 80gsm, size: 8.5in x 11in	35	ream		

TOTAL

OTHER REQUIREMENTS	COMPLIANCE <i>please check (✓) whether can comply or not, no check mark will mean non-compliance</i>		REMARKS
	Can Comply	Cannot Comply	
<i>Delivery of Goods is within 15 calendar days upon receipt of Purchase Order at DSWD-CAR, #40 North Drive, Baguio City. If the last day of delivery falls on Saturday/Sunday/holiday, the delivery of goods can be moved to the next working day. Second delivery will be on the second week of November.</i>	[]	[]	

• Award shall be made per: x Lot basis Total Quoted Price

Note: NO GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir: After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name: _____

Name of Firm/Dealer/Contractor: _____
(This will be the name of the CHEQUE to be issued)

Address: _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Canvasser