

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-05-299
End-user: ADMIN
Name of Project:

RFQ No.: 2022-07-495
Date: JULY 11, 2022
ABC ₱567,300.00

PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR PAT ABRA (SHOPPING)

Sir/Madam:

Mode of Procurement: **SHOPPING**

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 18, 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

REQUEST FOR QUOTATION (RFQ)

| LOT NO. | DETAILED DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL |
|---------|---|-----|--------|------------|-------|
| 1 | PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR PAT ABRA (SHOPPING) | | | | |
| | 1. OFFICE SUPPLIES: FIRST DELIVERY (10 working days after receipt of PO) | | | | |
| a. | ENVELOPE, expanding, kraftboard, legal size doc, 100pcs/box | 20 | box | | |
| b. | PAPER, multicopy, A4, 80gsm, size:210mm x 297mm, 5 reams per box | 75 | box | | |
| c. | PAPER, multicopy, Legal, 80gsm, size:216mm x 330mm, 5 reams per box | 30 | box | | |
| d. | PENCIL, lead with eraser | 50 | piece | | |
| e. | SIGN PEN, black, 0.4mm, gel | 50 | piece | | |
| f. | SIGN PEN, blue, 0.4mm, gel | 50 | piece | | |
| g. | STAPLE WIRE, #35, 5000s/box | 10 | box | | |
| h. | STAPLE WIRE REMOVER, plier type, metal | 40 | piece | | |
| i. | BATTERY, dry cell, AAA, alkaline, 2pcs/packet | 5 | pack | | |
| | SUPPLIES FOR BUILDING MAINTENANCE | | | | |
| k. | Linear tube, LED, T8, 18watts | 5 | piece | | |
| l. | DISINFECTION AND JANITORIAL SUPPLIES | | | | |
| m. | AIR FRESHENER, aerosol spray, net contents: 150g | 5 | bottle | | |
| n. | DISINFECTANT SPRAY, 400ml | 5 | bottle | | |
| o. | TRASH BAG, by 10, black, XL | 5 | pack | | |
| p. | TRASH BAG, by 10, yellow, Medium | 5 | pack | | |
| | 2. SECOND DELIVERY: SEPTEMBER 16, 2022 | | | | |
| a. | PAPER, multicopy, A4, 80gsm, size:210mm x 297mm, 5 reams per box | 75 | box | | |
| b. | PAPER, multicopy, Legal, 80gsm, size:216mm x 330mm, 5 reams per box | 30 | box | | |
| c. | SIGN PEN, black, 0.4mm, gel | 50 | piece | | |
| d. | SIGN PEN, blue, 0.4mm, gel | 50 | piece | | |
| e. | TRASH BAG, by 10, black, XL | 5 | pack | | |
| | 3. THIRD DELIVERY: DECEMBER 5, 2022 | | | | |
| a. | ENVELOPE, expanding, kraftboard, legal size doc, 100pcs/box | 20 | box | | |
| b. | PAPER, multicopy, A4, 80gsm, size:210mm x 297mm, 5 reams per box | 100 | box | | |
| c. | PAPER, multicopy, Legal, 80gsm, size:216mm x 330mm, 5 reams per box | 40 | box | | |
| d. | SIGN PEN, black, 0.4mm, gel | 50 | piece | | |

| | | | | | |
|---|--|----|--|----------------------|----------------|
| e. | SIGN PEN, blue, 0.4mm, gel | 50 | piece | | |
| f. | STAPLE WIRE, #35, 5000s/box | 10 | box | | |
| g. | TAPE, transparent, 1 inch, | 20 | roll | | |
| h. | TAPE, transparent, 2 inch, | 20 | roll | | |
| i. | TAPE, masking, 1 inch, | 20 | roll | | |
| j. | BATTERY, dry cell, AAA, alkaline, 2pcs/packet | 10 | pack | | |
| SUPPLIES FOR BUILDING MAINTENANCE | | | | | |
| k. | Linear tube, LED, T8, 18watts | 5 | piece | | |
| DISINFECTION AND JANITORIAL SUPPLIES | | | | | |
| l. | AIR FRESHENER, aerosol spray, net contents: 150g | 10 | bottle | | |
| m. | DISINFECTANT SPRAY, 400ml | 10 | bottle | | |
| n. | TRASH BAG, by 10, black, XL | 10 | pack | | |
| o. | TRASH BAG, by 10, yellow, Medium | 5 | pack | | |
| 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 | |
| 7 | <i>Delivery of Goods is within 10 working days after receipt of Purchase Order for the FIRST DELIVERY. Second delivery will be on SEPTEMBER 16 and third delivery will be on DECEMBER 5, 2022. Delivery place at ZONE 5, 2ND FLOOR, S&E BLDG., TORIJOS ST., BARIQUIT, BANGUED, ABRA. If the last day of delivery falls on Saturday/Sunday/holiday, the delivery of goods can be moved to the next working day.</i> | | [] | [] | |

• Award shall be made per:

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 Convasser

