

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-07-446
End-user: ADMIN
Name of Project:

RFQ No.: 2022-08-576
Date: AUG 05 2022
ABC ₱278,501.00

PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES

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 AUG 09 2022 12:00NN.


AMELYN P. CABRERA
Alternate 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 TO BE USED BY VARIOUS OFFICES				
	ENVELOPE/File Organizer, expanding, plastic, with pockets	30	piece		
	ENVELOPE/File Organizer, expanding, plastic, with Handle	20	piece		
	FILE TRAY, 3 layer, metal	30	piece		
	FELT PAPER, RED, hard, A4, 10s	50	pack		
	FELT PAPER, BLUE, Hard, A4, 10s	50	pack		
	INK Refill, Epson,003, Black, 65ml	120	bottle		
	INK Refill, Epson,003, Cyan, 65ml	50	bottle		
	INK Refill, Epson,003, Magenta, 65ml	50	bottle		
	INK Refill, Epson,003, Yellow, 65ml	50	bottle		
	PAPER, Special, A4, White/Cream/Beige, 90gsm,10s/ pack	100	pack		
	PAPER, Special, A4, Cream/Beige, 200gsm,10s/ pack	100	pack		
	Push Pin, Map pin, 100s /box	20	box		
	Ribbon, satin, with gold lining 1/4 inch, 50 yards, Red	20	roll		
	Ribbon, satin, with gold lining 1/4 inch, 50 yards, Pink	20	roll		
	Ribbon, satin, with gold lining 1/4 inch, 50 yards, Blue	20	roll		
	Ribbon, satin, with gold lining 1/4 inch, 50 yards, Green	20	roll		
	Ribbon, satin, with gold lining 1/4 inch, 50 yards, Yellow	20	roll		
	Ribbon, satin, 4 cm, 25 yards, Red	20	roll		
	Ribbon, satin, 4 cm, 25 yards, Pink	20	roll		
	Ribbon, satin, 4 cm, 25 yards, Blue	20	roll		
	Ribbon, satin, 4 cm, 25 yards, Green	20	roll		
	Ribbon, satin, 4 cm, 25 yards, Yellow	20	roll		
	Ribbon, satin, 2 cm, 25 yards, Red	20	roll		

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES				
	Ribbon, satin, 2 cm, 25 yards, Pink	20	roll		
	Ribbon, satin, 2 cm, 25 yards, Blue	20	roll		
	Ribbon, satin, 2 cm, 25 yards, Green	20	roll		
	Ribbon, satin, 2 cm, 25 yards, Yellow	20	roll		
	Storage Box, 70L, blue/white	100	box		
	Back Brace, S(7), M(8)	15	piece		
	Cable Tie, nylon, 100 pcs per pack, 2.5mm x 200mm, black	3	pack		
	Cable Tie, nylon, 100 pcs per pack, 3.6mm x 300mm, black	3	pack		
	Cable Tie, nylon, 100 pcs per pack, 4.8mm x 400mm, black	3	pack		
TOTAL					
<i>OTHER REQUIREMENTS</i>		COMPLIANCE <i>please check (✓) whether can comply or not, no check mark will mean non-compliance</i>		REMARKS	
		Can Comply	Cannot Comply		
Delivery of Goods is within 10 working days after receipt of Purchase Order. Delivery place at DSWD FO 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.		[]	[]		

• 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 Canvasser

UB/cj