

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-05-278,280,282,285,289,292,333,334

RFQ No.: 2022-06-412

End-user: KALAHI

Date: JUN 14 2022

Name of Project:

ABC: ₱863,879.30

PURCHASE AND DELIVERY OF COMMON USE OFFICE SUPPLIES FOR KALAHI-
CIDSS - CY 2022

Mode of Procurement: SHOPPING

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 **JUN 20 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 for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
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 lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower 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)

ITEM	DETAILED DESCRIPTION	QTY	UNIT	BIDDER'S SPECIFICATION	UNIT PRICE	TOTAL
	PURCHASE AND DELIVERY OF COMMON USE OFFICE SUPPLIES FOR KALAHI-CIDSS - CY 2022					
1	BATTERY, size AA, alkaline, 2 pcs./packet	111	packet			
2	Sign Pen, Black, liquid/gel ink, 0.3mm needle tip	174	piece			
3	CARTOLINA, assorted color, 20pcs/pack	127	pack			
4	CLIP, backfold, 32mm, 12s/box	220	box			
5	CUTTER/ UTILITY KNIFE, for general purpose	38	piece			
6	Document Stand File Box, Blue 125mmx 230mmx400mm	114	piece			
7	Stand File Box - Color Blue 15 inches x 9.5 inches x 4.5 inches	100	piece			
8	ENVELOPE, documentary, A4, 500 pcs/box	1	box			
9	ENVELOPE, Expanding, Kraft, Legal size, 100pcs/box	42	box			
10	FASTENER, metal, non-sharp edges	54	box			
11	FOLDER, L-type, Legal, 100pcs/pack	3	pack			
12	FOLDER, Standard White, Legal, 100 pcs/pack	78	pack			
13	GLUE, all purpose, 473ml min.	90	jar			
14	GLUE, all purpose, 200 grams min.	28	jar			
15	INK, For Stamp Pad, purple, 50mL	4	bottle			
16	MARKER, Highlighter, assorted colors, 12pcs/pack	42	pack			
17	MARKING PEN, Permanent, black, bullet type	104	piece			
18	MARKING PEN, Whiteboard, black, bullet type	104	piece			
19	Paper Clip, vinyl/plastic coat, length: 33mm	122	box			
20	Paper Clip, vinyl/plastic coat, length: 50mm	122	box			
21	PAPER,multicopy, 210mm x 297mm(A4), 80gsm	801	ream			
22	PAPER,multicopy, 216mm x 330mm(Legal), 80gsm	917	ream			
23	PENCIL, lead, with eraser, 12 pcs/box	98	box			
24	PUNCHER, Paper, Heavy Duty	38	piece			
25	RECORD BOOK, 300 pages	80	book			
26	SIGN PEN, black, 0.3	24	piece			
27	SIGN PEN, blue, 0.3	24	piece			
28	Staple Wire Remover, metal, plier type	81	piece			
29	Staple Wire, Standard, #35, 5000s/box	166	box			
30	STAPLER, Standard Type	76	piece			
31	STAPLER, Heavy Duty (23/8)	4	piece			
32	TAPE, masking, 1", 24mm, 50 meters length	112	roll			
33	TAPE, packaging, 2", 48mm, 50 meters length	112	roll			
34	TAPE, transparent, 24mm, 50 meters	112	roll			
	OTHER SUPPLIES					
35	BROOM, Soft, thick	16	piece			
36	SPIN MOP, with Bucket	10	set			
37	TOILET CLEANER, Liquid, 500ml min	156	bottle			
TOTAL PRICE						

	OTHER REQUIREMENTS	COMPLIANCE <i>please check (✓) whether can comply or not, no check mark will mean non-compliance</i>		REMARKS
		Can Comply	Cannot Comply	
	Delivery period is within 10 calendar days upon receipt of Purchase Order. When the last day of delivery falls on a weekend/holiday, the deadline shall be on the next working day.	[]	[]	
	Delivery place is at DSWD-CAR #40 Northdrive Baguio City	[]	[]	

• 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)

Name and Signature of Canvasser

Address:

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

Uub/kenneth