

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2023-03-214

End-user: ADMIN

Name of Project:

RFQ No.: 2023-03-339

Date: APR 03 2023

ABC: ₱327,740.00

PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES AND
ACTIVITIES OF DSWD(1)

Sir/Madam:

Mode of Procurement: SMALL VALUE PROCUREMENT

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 ~~APR 11 2023~~ **12:00NN**

ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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 Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - o **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 shall 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 NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES AND ACTIVITIES OF DSWD(1)					
	Ballpen,black,0.5mm,fine tip	100	piece			
	Ballpen,blue,0.5mm,fine tip	400	piece			
	Clearbook atleast 40 fillers,A4 type	50	piece			
	Columnar Notebook,4 columns	100	piece			
	Dater,self inking	30	piece			
	INK Refill,Epson,T6641,black,70ml	50	bottle			
	INK Refill,Epson,T6642,cyan,70ml	20	bottle			
	INK Refill,Epson,T6643,magenta,70ml	30	bottle			
	INK Refill,Epson,T6644,yellow,70ml	20	bottle			
	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			
	INK Refill,Epson,008,Black,127ml	12	bottle			
	INK Refill,Epson,003,Cyan,70ml	5	bottle			
	INK Refill,Epson,003,Magenta,70ml	5	bottle			
	INK Refill,Epson,003,Yellow,70ml	5	bottle			
	INK Refill,for Brother DCP T420W BT 5000,Black	20	bottle			
	INK Refill,for Brother DCP T420W BT 5000,Cyan	10	bottle			
	INK Refill,for Brother DCP T420W BT 5000,Magenta	10	bottle			
	INK Refill,for Brother DCP T420W BT 5000,Yellow	10	bottle			
	Marking Pen, Permanent,black,broad type,12pcs/box	10	box			
	Paper,Photo,A4,100gsm,10's/pack	30	pack			
	Paper,Special,A4,Cream/Beige,90gsm,10s/pack	250	pack			
	Paper,Sticker,A4,matte,10s/pack	200	pack			
	Rubber band(big),350 g,#8	20	box			
	Sign Pen, Blue,liquid/gel ink,0.3mm needle tip	300	piece			
	Sign Pen, Blue,liquid/gel ink,0.4mm needle tip	500	piece			
	Sign Pen, Blue,liquid/gel ink,0.7mm needle tip	30	piece			
	STAMPING MACHINE,Self-inking with refillable ink pad,"PAID", Maximum of 5mm text-height	5	piece			
	Sticky Note Page markers,1/2 x 2in, multicolored,50sheets/pad,5pads/pack(paper material)	200	pack			
	Storage Box,Hard bound,with cover,blue atleast 10x15.5x11	50	piece			
	Whiteboard,3x4ft	3	piece			
TOTAL PRICE						

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Delivery of Goods is within 15 calendar 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.	[]	[]	
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				

• Award shall be made per: Item Basis x Lot Basis

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: _____

Address: _____

Name and Signature of Canvasser

Email Address:

Contact Number/s:

PhilGEPS Registration Number: