

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-03-165, 168, 171, 182, 189, 191

RFQ No.: 2023-04-402

End-user: KALHI-CIDSS

Date: APR 24 2023

Name of Project:

ABC: ₱575,328.00

PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR KALAH-I-CIDSS CY 2023

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 APR 28 2023 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, 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**
 - o **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
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

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR KALAHI-CIDSS CY 2023				
1	CLIP, backfold, 32mm, 12s/box	46	box		
2	CLIP, backfold, 50mm, 12s/box	46	box		
3	CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	500	piece		
4	ENVELOPE, DOCUMENTARY, for legal size document, 500 pcs/box	17	box		
5	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pcs/box	17	box		
6	ENVELOPE, Expanding, Kraft, Legal size, 100pcs/box	18	box		
7	Plastic Fastener, for paper, 50 Sets per Box - Size: 7cm - Assorted Colors: Red, Blue, Yellow, White, Green	68	box		
8	FOLDER, L-type, Legal, 100 pcs/pack	34	pack		
9	MARKING PEN, Permanent, black, broad type, 12pcs/box	51	box		
10	MARKING PEN, Permanent, blue, broad type, 12pcs/box	46	box		
11	MARKING PEN, Whiteboard, black, bullet type	366	piece		
12	MARKING PEN, Whiteboard, blue, bullet type	46	piece		
13	MARKER, Highlighter, assorted colors, 12pcs/pack	46	pack		
14	NOTE PAD, stick on (3"x3"), 100 sheets/pad	746	pad		
15	Paper Clip, vinyl/plastic coat, length: 50mm	35	box		
16	PAPER, multicopy, 210mm x 297mm(A4), 80gsm	700	ream		
17	PENCIL, lead, with eraser, 12 pcs/box	34	box		
18	PAPER PUNCHER, two holes, Heavy Duty	46	piece		
19	Scissors, Symmetrical, 8", Stainless Steel	46	pair		
20	Sign Pen, Black, liquid/gel ink, 0.3mm needle tip	224	piece		
21	Staple Wire, Standard, #35, 5000s/box	77	box		
22	Stapler with Staple Remover Heavy Duty; SIZE: 125 mm x 50 mm x 55 mm (LWH) WEIGHT: 495.4g STAPLES: No. 35 (26/6) THROAT DEPTH: 64 mm LOAD CAPACITY : 100 Staples STAPLING CAPACITY: 2-30 sheets of 70 g/m2 paper	51	piece		
23	TAPE, masking, 1", 24mm, 50 meters length	46	roll		
24	TAPE, masking, 2", 48mm, 50 meters length	24	roll		
25	TAPE, transparent, 24mm, 50 meters	46	roll		
26	TAPE, transparent, 48mm, 50 meters	24	roll		
27	Tape dispenser Size: 8.4 x 3.5 x 4.25 inches; Dual Core. Holder fits 1" and 3" Core; Interchangeable 1" core and 3" core,	24	PC		
28	Notebook, stenographer's, 40 leaves, spiral	2,300	piece		
29	CARTOLINA (22.5" x 28.5"), white	300	piece		
30	CARTOLINA (22.5" x 28.5"), yellow, light	300	piece		
31	CARTOLINA (22.5" x 28.5"), pink, light	300	piece		
32	Parchment Paper A4 size (8.3inches x 11.7inches), ivory color, 50 sheets	160	pack		
33	Record book; 150 PAGES; Size: 8.5 x 5.5 inches	148	pc		
34	File Storage Box with Lid 10x15.5x11in	51	pc		
TOTAL PRICE					

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Delivery of Goods is within 10 working days after receipt of Purchase Order. The delivery place is at DSWD FO CAR, #40 NORTH Drive, Baguio City.	[]	[]	
	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: 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: _____

Address: _____

Name and Signature of Canvasser

Email Address:

Contact Number/s:

PhilGEPS Registration Number:


MWA/Kelnet