

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2023-05-387

RFQ No.: 2023-06-637

End-user: SWAD MT. PROVINCE

Date: _____

Name of Project: _____

ABC: ₱192,875.00

**PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY SWAD
MT. PROVINCE FOR THE THIRD AND FOURTH QUARTERS OF 2023-SHOPPING**

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 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**
 - 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 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.

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	<small>PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY BWSG MT. PROVINCE FOR THE THIRD AND FOURTH QUARTERS OF 2022-SHOPIING</small>					
	CLIP, backfold, all metal, clamping: 19mm (-1mm)	50	box			
	CLIP, backfold, all metal, clamping: 25mm (-1mm)	50	box			
	CLIP, backfold, all metal, clamping: 32mm (-1mm)	30	box			
	CLIP, backfold, all metal, clamping: 50mm (-1mm)	30	box			
	Correction Tape, at least 6M	730	piece			
	DATA FILE BOX, material: chipboard, 3mm thick (min) with closed ends, blue dimension: W125mm x H230mm x L400mm (min)	10	piece			
	DATA FILE FOLDER, chipboard material, legal with finger ring, blue, dimension: W75mm x H230mm x L380mm (min)	10	piece			
	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/box	30	box			
	MARKER, Flourescent, 3 colors/set	5	set			
	MARKING PEN, Whiteboard, black, bullet type, 12pcs/box	2	box			
	MARKING PEN, Whiteboard, blue, bullet type, 12pcs/box	2	box			
	Notepad, stick on, 76mmx76mm (3"x3"), 100s/pad	150	pad			
	Paper Clip, vinyl/plastic coat, 33mm, 100s/box	50	box			
	Paper Clip, vinyl/plastic coat, 50mm, 100s/box	50	box			
	PAPER, Multicopy, A4, 80gsm, size: 210mm x 297mm, 5 reams per box	50	box			
	PAPER FASTENER, Metal, 50s/bbox	20	box			
	Pencil, lead with eraser	10	box			
	Puncher, Two-holes, heavy duty	5	piece			
	RECORD BOOK, 300 pages	10	book			
	RECORD BOOK, 500 pages	5	book			
	Scissors, Symmetrical, 8", Stainless Steel	10	piece			
	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	210	piece			
	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	210	piece			
	STAMP PAD, Felt Pad, min 60mm x 100mm	10	piece			
	STAMP PAD INK, Violet, 50ml	5	piece			
	Staple Wire, Standard, #35, 5000s/box	50	box			
	Staple Wire Remover, metal, plier type	10	piece			
	Stapler, Standard type, (#5000)	10	piece			
	Tape, Masking, 1", at least 24mm x 50M	30	roll			
	Tape, Masking, 2", at least 48mm x 50M	15	roll			
	Tape, Packaging, 2", at least 48mm x 50M	10	roll			
	Tape, Transparent, 1", at least 24mm x 50M	60	roll			
	Tape, Transparent, 2", at least 48mm x 50M	30	roll			
	Tape Dispenser, heavy-duty, 1 inch	5	piece			
	TWINE, plastic, 1kg/roll	5	roll			
TOTAL PRICE						

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Delivery of Goods-1st delivery: August 7, 2023 and 2nd delivery: November 6, 2023 . Delivery place at SWAD MT. PROVINCE OFFICE . 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 Conasser

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

