

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.: 2023-06-639

End-user: SWAD MT. PROVINCE

Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

ABC: ₱89,645.00

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

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](mailto: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 Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
  - c. **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 **₱500,000.00 for Emergency Cases and ₱50,000.00 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](mailto:bacsec.car@dswd.gov.ph).

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
	<small>PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY SWAD MT. PROVINCE FOR THE THIRD AND FOURTH QUARTERS OF 2022-EVP</small>					
	Ballpen, black, 0.5mm, fine tip	219	piece			
	Ballpen, blue, 0.5mm, fine tip	219	piece			
	Dater, self inking	5	piece			
	FLASH DRIVE, 64GB capacity	10	piece			
	FOLDER, Tagboard, A4, 100pcs/pack	15	pack			
	FOLDER, Tagboard, Legal, 100pcs/pack	15	pack			
	Glue, at least 473ml min.	15	bottle			
	INK Refill, Epson,003, Black, 65ml	60	bottle			
	INK Refill, Epson,003, Cyan, 65ml	25	bottle			
	INK Refill, Epson,003, Magenta, 65ml	25	bottle			
	INK Refill, Epson,003, Yellow, 65ml	25	bottle			
	MARKING PEN, Permanent, black, broad type, 12pcs/box	10	box			
	MARKING PEN, Permanent, blue, broad type, 12pcs/box	10	box			
	Push Pin, Map pin, 100s /box	10	piece			
	RUBBER BAND (big), 350g, #8	10	box			
	STAMPING MACHINE, Self-inking with refillable ink pad, "CERTIFIED TRUE COPY", Maximum of 5mm Text Height	10	piece			
	Tape, Double-sided, foam type, 1", at least 24mm x 10M	5	roll			
<b>TOTAL PRICE</b>						
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>		
		<b>Can Comply</b>	<b>Cannot Comply</b>			
	Delivery of Goods-1st delivery: <b>August 7,2023</b> and 2nd delivery: <b>November 6,2023</b> .Delivery place at <b>SWAD MT. PROVINCE OFFICE</b> . 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.	[ ]	[ ]			
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>						

• 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 Convasser** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

ME/100  
✓