

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-01-058 RFQ No.: 2021-03-195
End-user: PANTAWID PAMILYA Date: MAR 03 2021
Name of Project: ABC: ₱642,026.35

PURCHASE OF OFFICE SUPPLIES FOR PANTAWID PAMILYA

Sir/Madam: _____ Mode of Procurement: SHOPPING

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 MAR 08 2021, 5:00PM.

 ENRIQUE H. GASCON JR.
OIC-ARDA/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:
 - o PhilGEPS Platinum Membership (if not available, Please submit the following items a and b)
 - 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)
 - o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
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 latter shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter 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 following document prior to issuance of Award / Purchase Order with ABC amounting to P50,000.00 and above.
 - o Omnibus Sworn Statement (only for Negotiated Procurement - Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)
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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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	PURCHASE OF OFFICE SUPPLIES FOR PANTAWID PAMILYA				
1	Calculator, compact, electronic, 12 digits cap	148	piece		
2	Clip, backfold, 19mm, 12s/box	100	box		
3	Correction Tape, 6 meters min	1000	piece		
4	Data File Folder, made of chipboard, taglia lock	22	piece		
5	Envelope, documentary, 10"x15", 500 pcs / box, y	4	box		
6	Envelope, documentary, A4, 500 pcs / box, y	1	box		
7	Envelope, expanding, plastic, legal	200	piece		
8	File Tab Divider, A4, 5 colors/set	4	pack		
9	Ink Refill, black (T664), genuine	73	bottle		
10	Ink Refill, cyan (T664), genuine	17	bottle		
11	Ink Refill, magenta (T664), genuine	3	bottle		
12	Ink Refill, yellow (T664), genuine	4	bottle		
13	Marker, Fluorescent, assorted color	12	piece		
14	Marking pen, permanent, black	450	piece		
15	Marking pen, permanent, blue	205	piece		
16	Marking pen, permanent, red	30	piece		
17	Marking, whiteboard, black	220	piece		
18	Marking, whiteboard, black	90	piece		
19	Notepad, 3"x3"	625	pad		
20	Notebook, Stenographers, spiral, 40 leaves	200	piece		
21	Paper Clip, gem type, 32mm, 100s/box	134	box		
22	Paper Clip, gem type, 48mm, 100s/box	124	box		
23	Paper Fastner, metal, 50sets/box	70	box		
24	Paper, multicopy, A4, 80gsm	1100	ream		
25	Paper, multicopy, Legal, 80gsm	800	ream		
26	Pencil Sharpener, mechanical	3	piece		
27	Pencil with lead eraser	500	piece		
28	Puncher, heavy duty	1	piece		
29	Rubber Band, 70mm, #18, 350g	1	box		
30	Signpen, black, 0.5mm	200	piece		
31	Signpen, blue, 0.5mm	100	piece		
32	Staple wire, standard, 5000pcs/box	122	box		
33	Tape, masking, 1"	100	roll		
34	Tape, masking, 2"	100	roll		
35	Tape, packaging, 2"	100	roll		
36	Tape transparent, 1"	100	roll		
37	Tape transparent, 2"	100	roll		
	Delivery of Goods/Services is within 15 calendar days after receipt of Purchase Order.				
				TOTAL PRICE	

* 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:

Address:

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

Name and Signature of Canvasser

