Republic of the Philippines DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

40 North Drive, Bagulo City

	REQU	EST FOR QUOTATION (RFQ)	
PR/PP No.:	2021-03-114	RFQ No.:	
End-user:	DRMD	Date:	MAR 2 2 2021
Name of Pro	oject:	ABC:	₱165,004.00
	PURCHASE AND DELIVERY OF OFFICE SUPPLIES FO	R	
		Mode of Procurement:	SHOPPING
Sir/Madam	1:		

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 7 6 7071

> GASCON JR. OIC-ARDA/BAC Chairperso

TERMS AND CONDITIONS:

- 1. Quotations in excess of the ABC will be REJECTED.
- 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
- 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 occular 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,
 - 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 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 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.

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

		FOR QUOTAT				
OT NO.	DETAILED DESCRIPTION	QTY	UNIT	OFFERED	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR 2021					
	CALCULATOR Desktop, compact, electronic, LCD display, 12 digits, two way power source	6	unit			
	CORRECTION TAPE film base type, UL 6m min/piece	250	рс			
	CUTTER Heavy duty, L500	10	рс			
	DATA FOLDER made of chipboard, taglia lock/piece, green	50	рс			
	FASTENER, METAL 70mm between prongs/box	50	box			
-	GLUE all purpose, gross weight: 250 grams	15	bottle			
ı	HIGHLIGHTER assorted color	15	box			
N	MARKER vhiteboard, black, broad type	24	piece			
N	MARKER whiteboard, bue, broad type	24	piece			
N	MARKER /hiteboard, red, broad type	24	piece			
N	IOTE PAD tick on, 76mm x 76mm (3"x3")	247	pad			
P	APER MULTICOPY 4, 80 gsm, size: 210mm x 297mm/ream	300	ream			
P	APER MULTICOPY gal, 80 gsm, size: 216mm x 330mm/ream	300	ream			
P	APER CLIP em type, 33mm, 100s/box	40	box			
P/	APER CLIP em type, 50mm, 100s/box	40	box			
RE	ECORD BOOK ficial, 500 pages, size: 214mm x 278mm	10	book			
SIG	GN PEN, BLACK uid/gel ink, 0.5mm needle tip/piece	80	piece			
ST	APLE WIRE Indard, (26/6)	40	box			
TA	PE, MASKING	25	roll			
TAI	ith: 24mm (1mm)/roll PE, MASKING	20	roll			
TAI	th: 48mm (1mm)/roll PE, TRANSPARENT	100	roll			
TAF	, 24mm/roll PE, TRANSPARENT	200	roll			
	, 48mm/roll NCHER	15	piece			
	avy duty	15	piece	TOT	AL PRICE	

	OTHER REQUIREMENTS	COMPLIANCE Place a check (>) mark whether can comply or not, no check mark will mean non-compliance		REMARKS
		Can Comply	Cannot Comply	
	Delivery of Services is within 10 working days upon receipt of Purchase Order.	[]	[]	
	Delivery Place: DSWD-CAR, 40 North Drive, Baguio City	[]	[]	
rese	GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduc erves the right to reject any or all offers at no costs, waive any therein and acce	ept the offer mos	t advantageous to th	ne government.
rest	After having carefully read and accepted your terms and conditions, I / We	submit our bid	on the item/s quoted	above.
resi	After having carefully read and accepted your terms and conditions, I / We Signature	submit our bid o	on the item/s quoted	
) resu	After having carefully read and accepted your terms and conditions, I / We Signature	submit our bid o	on the item/s quoted resentative over printed name: aler/Contractor:	above.
rest	After having carefully read and accepted your terms and conditions, I / We Signature	submit our bid o of supplier/repr	on the item/s quoted resentative over printed name: aler/Contractor: Address:	above.