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

40 North Drive, Baguio City

	in Coco in the coc	in quotamon (ma)			1100
PR/PP No.:	2020-09-048 (2021 NEP)		RFQ No.:	2021-03-260	
End-user:	CIS		Date:	APR 0 6 2021	
Name of Project:			ABC:	₱52,168.00	
	PURCHASE OF OFFICE SUPPLIES FOR CIS FIELD OFFICE				
	AND SATELLITE OFFICES				
		Mode of Procurement:		SHOPPING	
Sir/Madan	n:				

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 1 2 2021 12:00NN.

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
- 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,
 - 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 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 <u>Omnibus Sworn Statement (only for Negotiated Procurement Emergency Cases, Sec. 53.2 and Small Value Procurement Sec. 53.9)</u>
- 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

STEEL SELECT	REQUEST	FOR QUOTATIO	N (RFQ)			AND COMPANY OF THE PARTY OF		
OT NO.	DETAILED DESCRIPTION	QTY	UNIT	OFFERED.	UNIT PRICE	TOTAL		
1	PURCHASE OF OFFICE SUPPLIES FOR CIS FIELD							
	OFFICE AND SATELLITE OFFICES NOTE PAD, Stick-on, 76mm x 76mm (3" x 3"), 100 sheets per							
	pad	30	pad					
	PAPER, Multicopy, A4, 80gsm, size: 210mm x 297mm	215	ream					
	PAPER, Multicopy, Legal, 80gsm, size: 216mm x 330mm	20	ream					
	RUBBER BAND, 350gsm	2	box					
	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	150	piece					
	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip	48	piece					
	STAMP PAD, Felt Pad, min 60mm x 100mm	3	piece	_				
	TAPE, Transparent, 1", 24mm, 50 meters	40	roll					
	TAPE, Transparent, 2", 48mm, 50 meters	40	roll					
	TAPE, Packaging, 48mm, 50 meters length	6	roll					
		TOTAL PRICE						
			-					
	OTHER REQUIREMENTS		Place a check (v comply or not, n	LIANCE) mark whether can e check mark will compliance		IARKS		
	OTHER REQUIREMENTS		Place a check (v comply or not, n	LIANCE) mark whether can o check mark will		IARKS		
	OTHER REQUIREMENTS Delivery of Services is within 10 working days upperchase Order.	on receipt of	Place a check (v comply or not, n mean non-	LIANCE mark whether can to check mark will compliance Cannot		IARKS		
	Delivery of Services is within 10 working days up	on receipt of Lot basis	Place a check (v comply or not, n mass non-	IANCE) mark whether can o check mark will compliance Cannot Comply		IARKS		
	Delivery of Services is within 10 working days up Purchase Order.	Lot basis the Code of Conduct therein and access conditions, I / We Signature	Place a check (a comply or not, n masn non- Can Comply Item basis at and Ethical Start the offer most submit our bid of supplier/reprint	Cannot Comply [] andards for Public advantageous on the item/s quesentative over printed name:	ic Officials and Emto the government	aployees. The		
ND reser	Delivery of Services is within 10 working days upper Purchase Order. • Award shall be made per: **IFT ALLOWED**. Pursuant to RA 6713, otherwise known as the right to reject any or all offers at no costs, waive any	Lot basis the Code of Conduct therein and access conditions, I / We Signature	Place a check (of comply or not, not mann non- Can Comply Item basis ct and Ethical Steept the offer most submit our bid of the complex of	insk whether can o check mark will compliance Cannot Comply [] andards for Public advantageous on the item/s quiesentative over printed name:	ic Officials and Emto the government	oployees. The t.		
ND reser	Delivery of Services is within 10 working days upper Purchase Order. • Award shall be made per: **IFT ALLOWED**. Pursuant to RA 6713, otherwise known as the right to reject any or all offers at no costs, waive any	Lot basis the Code of Conduct therein and access conditions, I / We Signature	Place a check (a comply or not, n masn non- Can Comply Item basis at and Ethical Start the offer most submit our bid of supplier/reprint	inak whether can a check mark will compliance Cannot Comply [] andards for Public advantageous on the item/s quiesentative over printed name: Address:	ic Officials and Emto the government	pployees. The t.		
ND reser	Delivery of Services is within 10 working days upper Purchase Order. • Award shall be made per: **IFT ALLOWED**. Pursuant to RA 6713, otherwise known as the right to reject any or all offers at no costs, waive any other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having carefully read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms and other having the read and accepted your terms are accepted your terms.	Lot basis the Code of Conduct therein and access conditions, I / We Signature	Place a check (a comply or not, n masn non- Can Comply Item basis at and Ethical State the offer most submit our bid of supplier/reprinted for supplier/reprin	insk whether can o check mark will compliance Cannot Comply [] andards for Public advantageous on the item/s quiesentative over printed name: aller/Contractor: Address: Email Address:	ic Officials and Emto the government	oployees. The t.		