

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-05-296
End-user: ADMIN
Name of Project: _____

RFQ No.: 2021-05-498
Date: MAY 18 2021
ABC: ₱108,330.00

PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR THE FIELD OFFICE

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 on or before MAY 25 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 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 Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - c. **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 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.
 - a. **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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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
	PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR THE FIELD OFFICE					
1	Ballpen, Blue and Black, retractable fine tip	200	Pieces			
2	LAMINATING FILM - 228mmx50Mx250mic (9")	4	Roll			
3	Sign Pen, Blue Ink, 0.7mm, gel	6	Pieces			
4	Special Paper, 10 per pack	5	Pack			
5	Cotton Rags	274	pieces			
6	Repair Tool Kit, atleast 16 -20 Pieces	1	box			
7	Battery, dry cell, AAA, by 4's	10	Pack			
8	Certificate Holder, size: A4	25	Pieces			
9	Extension Wire, atleast 4 sockets, atleast 1.5 meters	10	Pieces			
10	Laminated steel padlock, 40mm, long shackle	10	Pieces			
11	Lever lockset, stainless steel	10	Pieces			
12	Plastic Storage, 70L, blue / white	45	Pieces			
13	Stackable Clear Plastic Storage Container / Organizer	15	Pieces			
14	Stackable Tray, plastic (for warehouse)	20	Pieces			
15	Tissue, interfolded paper towel, eco-friendly, atleast 150 pulls	10	Pack			
16	Stamp pad, felt, No. 3	30	Pieces			
17	Paper, multicopy, Letter, 80gsm, size: 8.5in x 11in, 5 reams per box	8	Box			
18	Ballpen, Red, retractable fine tip	16	Pieces			
19	Dishwashing Liquid, 500ml	10	Bottle			

SEE THE ATTACHED PHOTOS FOR REFERENCE

TOTAL PRICE

OTHER REQUIREMENTS	COMPLIANCE		REMARKS
	Can Comply	Cannot Comply	
The delivery of the goods is within 15 working days upon receipt of Purchase Order.	[]	[]	
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City	[]	[]	

• Award shall be made per: Item Basis 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:

(This will be the name of the CHEQUE to be issued)

Address:

Name and Signature of Canvasser

Email Address:

Contact Number/s:

PhilGEPS Registration Number:

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