

REQUEST FOR QUOTATION (RFQ)

2021-04-246/2020-09-092 (2021 NEP)/2021-04-197/2020-09-

PR/PP No.: 031 (2021 NEP)/2021-04-215

End-user: RCAT-VAWC/NHTU/SECTORS/CIS/LDS

Name of Project:

PURCHASE OF OFFICE SUPPLIES FOR VARIOUS SECTIONS AND PROGRAMS

RFQ No.: 2021-05-408

Date: MAY 18 2021

ABC: ₱155,802.00

Mode of Procurement: SHOPPING

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 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](mailto:bacsec.car@dswd.gov.ph).

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

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
<b>PURCHASE OF OFFICE SUPPLIES FOR VARIOUS SECTIONS AND PROGRAMS</b>						
<b>SECTORS- CENTENARIAN</b>						
1	Note Pad, stick-on, 3" x 2", 100sheets/pad	10	pad			
2	Tape, transparent, 24mm, 50 meters	6	roll			
3	Paper, multicopy, 210mm x 297mm (A4), 80 gsm	30	ream			
4	Paper, multicopy, 216mm x 330mm (legal size), 80gsm	20	ream			
<b>NHTU</b>						
5	Folder, tagboard, for legal size document	10	pack			
6	Note Pad, 3" x 3", stick-on, 100sheets/pad	60	pad			
7	Paper, multicopy, 216mm x 330mm (legal size), 80gsm	265	ream			
8	Paper, multicopy, 210mm x 297mm (A4), 80 gsm	265	ream			
<b>CIS</b>						
9	1 TB External Hard Drive	1	piece			
<b>RCAT-VAWC</b>						
10	Note Pad, 3" x 3", stick-on, 100sheets/pad	50	pad			
11	Paper, multicopy, 210mm x 297mm (A4), 80 gsm	90	ream			
12	Paper, multicopy, 216mm x 330mm (legal size), 80gsm	30	ream			
<b>LDS</b>						
13	Paper, multicopy, 210mm x 297mm (A4), 80 gsm	40	ream			
<b>TOTAL PRICE</b>						
<b>OTHER REQUIREMENTS</b>				<b>COMPLIANCE</b> <small>Place a check ( ✓ ) mark whether can comply or not, no check mark will mean non-compliance</small>		<b>REMARKS</b>
				<b>Can Comply</b>	<b>Cannot Comply</b>	
The delivery of the goods is within 10 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 Convasser**

**Email Address:**

**Contact Number/s:**

**PhilGEPS Registration Number:**