

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2021-09-498

End-user: PPPP

Name of Project:

RFQ No.: 2021-09-863

Date: SEP 08 2021

ABC: ₱309,297.00

PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID PAMILYANG PILIPINO PROGRAM

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

SEP 13 2021 12:00NN

ENRIQUE M. 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 **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **₱500,000.00** for **Emergency Cases** and **₱50,000.00** above for **Small Value Procurement**.
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

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID PAMILYANG PILIPINO PROGRAM				
	BALLPOINT PEN, fine point, black	1791	piece		
	BALLPOINT PEN, fine point, blue	1198	piece		
	CARDBOARD BOX, 20" x 20" x 20"	35	piece		
	DVD Rewritable, with case	124	piece		
	FINGERTIP MOISTENER	85	piece		
	INK REFILL, black (003)	106	bottle		
	INK REFILL, cyan (003)	41	bottle		
	INK REFILL, Magenta (003)	38	bottle		
	INK REFILL, yellow (003)	38	bottle		
	INK REFILL, black (T664)	21	bottle		
	INK REFILL, cyan (T664)	3	bottle		
	INK REFILL, Magenta (T664)	3	bottle		
	INK REFILL, yellow (T664)	3	bottle		
	INK REFILL, generic, black	182	bottle		
	INK REFILL, generic, cyan	21	bottle		
	INK REFILL, generic, magenta	11	bottle		
	INK REFILL, generic, yellow	40	bottle		
	LAMINATING FILM, 228mm x 50m x 250mic 9"	10	roll		
	PAPER FASTENER, PLASTIC, 50 sets/box	144	box		
	PAPER, board, white, A4, 250 gsm, 10s/pack	70	pack		
	PAPER, colored (art paper), 20s/pack	46	pack		
	PAPER, sticker, A4 size, 10sheets/ pack	70	pack		
	PUSH PIN,100/pack	70	pack		
	PVC CUTTING MAT, self healing, A3	2	piece		
	PVC CUTTING MAT, self healing, A4	2	piece		
	PVC CUTTING MAT, self healing, A5	2	piece		
	RULER, 12", plastic	6	piece		
	RULER, 12", metal	80	piece		
	TAPE, double-sided, 1"	40	roll		
	TOILET TISSUE, 3 ply, 12 rolls/pack	125	pack		
TOTAL PRICE					

	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	Delivery period is within 10 calendar days upon receipt of Purchase Order. When the last day of delivery falls on a weekend/holiday, the deadline shall be on the next working day.	[]	[]	
	Delivery Place: DSWD-CAR, 40 North Drive, Bagulo 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: _____


XUB/rda