

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

**REQUEST FOR QUOTATION**

Company/ Establishment \_\_\_\_\_

Address \_\_\_\_\_

Quotation #: 2015-08-480  
Date: Aug. 27, 2015  
PR/PP#: 2015-08-689  
Name of Project: Convergence: Office Supplies  
3rd and 4th Quarter 2015  
ABC: Php51,193.75  
Mode of Procurement: Shopping

**To all Eligible Bidders/ Providers:**

Please quote your lowest price inclusive of taxes on the item/s and submit it to the Office of the BAC Secretariat, 40 North Drive, Baguio City on or before Sept. 10 2015. For further inquiries please contact Tel. No. 444-8129.

*Amelyn P. Cabrera*  
**AMELYN P. CABRERA**  
BAC Vice Chairperson

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
	Marker (Fluorescent, 3 colors per set, non- toxic smell)	30	set		
	Puncher (Heavy duty)	5	piece		
	Sign pen (Black, gel type, 5mm needle tip, pentel)	50	piece		
	Sign pen (Red, gel type, 5mm needle tip, pentel)	50	pack		
	Sign pen (Blue, gel type, 5mm needle tip, pentel)	50	pad		
	Stamp pad ink (Purple/violet, 50 ml, with applicator)	5	bottle		
	Stamp pad (Felt pad, in plastic or metal container, 61 mm x 102 mm)	10	piece		
	Stamping dater (Self-inking stamp, mechanical)	6	piece		
	Tape (Masking, 1" or 24mm width, usable length of 50m)	100	roll		
	Ball point pen (Fine point, black)	600	piece		
	Desk Tray organizer (Steel, 2 tier)	15	piece		
	Paper (Sticker paper, A4 size, 80GSM, 100s/pack)	10	pack		
	Push pin (Flat head type, assorted colors/100 pieces per case)	5	case		
	Tape (double-edged, 1", without cushion)	10	roll		
	Staple remover (Twin jaws, assorted colors)	10	unit		
	Toilet tissue (White, 28gsm, minimum 150 pulls per 2-ply sheets per roll/ 12 rolls per pack)	20	pack		
	Furniture cleaner (Min. 300ml)	10	can		
	Adapter (Universal, 2 gangs)	5	piece		
<b>Total Price</b>					

The place of delivery of the items/supplies/materials/equipment is at DSWD-CAR located at #40, North Drive, Baguio City.

Award shall be made on per:  Item basis  Lot Basis  Total Quoted Price

**TERMS AND CONDITIONS**

- Quotations in excess of the ABC will be REJECTED.
- All entries must be typewritten/printed/longhand. Any erasures in the quotation must be initialed by the bidder / representative, else it will be rejected.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/ place of business.
- Delivery of Goods/Materials/equipment is 10 calendar days upon receipt of Purchase Order/Job Order.
- Price validity shall be for a period of 30 calendar days.
- Award of Contract shall be made to the lowest quotation that complies to the **minimum specifications** and the **terms and conditions** stated herein
- The procuring entity shall require The Lowest Calculated Responsive Bidder (LCRB) to submit the **eligibility documents required under R.A 9184** before issuance of award/PO/JO/LO.
  - Updated DTI Permit/ SEC/ CDA
  - Updated Mayor's Permit
  - Tax Clearance per Executive Order 398 Series of 2005 as finally reviewed & approved by the BIR
  - PhilGEPS Registration for amount above P50,000
  - Sanitary permit
- If the LCRB fails to deliver the required goods/services it shall be disqualified from participating on future procurement activities to be conducted by DSWD-CAR.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PE shall 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.

**Note: NO GIFT ALLOWED** Pursuant to provisions of Republic Act no. 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees.

After having carefully read and accepted your terms and conditions, I / We submit our bid on the items quoted above.

\_\_\_\_\_  
Canvasser  
Printed Name/Signature

\_\_\_\_\_  
Printed Name/ Signature

\_\_\_\_\_  
Tel. No. / Cellphone No.