

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
 Regional Government Center, Rawis, Legazpi City, Albay
REQUEST FOR QUOTATION

Company Name:	_____	PR No.:	NF 2403-0204
Company Address:	_____	Date:	April 24, 2024
Contact No./ Email Address:	_____	Mode of Procurement:	Sec. 52 Shopping
PhilGEPS Certificate No.:	_____	TIN No.:	_____

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unchecked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly tick the box to signify compliance to the specs.	UNIT COST	TOTAL COST
PURCHASE OF OFFICE SUPPLIES FOR USE OF SLP STAFF						
6	170	pad	Notepad, stick on, 3" x 3", 100's/ pad	<input type="checkbox"/> Comply	P	P
7	170	pad	Notepad, stick on, 76mm x 100mm(3" x 4")min., 100's/ pad	<input type="checkbox"/> Comply	P	P
8	222	pcs	Notebook, stenographer, spiral, 60 leaves, ruled both sides	<input type="checkbox"/> Comply	P	P
9	150	box	Paper clip, vinyl/ plastic coate, 33mm	<input type="checkbox"/> Comply	P	P
12	50	box	Rubber band, #18	<input type="checkbox"/> Comply	P	P
13	250	box	Signpen, black, 0.5mm, oil gel pen	<input type="checkbox"/> Comply	P	P
14	50	pcs	Signpen, blue, 0.5mm, oil gel pen	<input type="checkbox"/> Comply	P	P
15	48	pcs	Signpen, red, 0.5mm, oil gel pen	<input type="checkbox"/> Comply	P	P
16	48	pcs	Signpen, green, 0.5mm, oil gel pen	<input type="checkbox"/> Comply	P	P
17	48	pcs	Signpen, violet, 0.5mm, oil gel pen	<input type="checkbox"/> Comply	P	P
18	150	pcs	Ballpen ordinary, black, 0.5mm, oil gel pen, 12's/ box	<input type="checkbox"/> Comply	P	P
19	145	pcs	Ink, stamp pad, purple or violet	<input type="checkbox"/> Comply	P	P
21	16	roll	Received stamp, dater received	<input type="checkbox"/> Comply	P	P
22	100	roll	Tape, masking, 24mm	<input type="checkbox"/> Comply	P	P
23	50	roll	Tape, masking, 48mm	<input type="checkbox"/> Comply	P	P
24	50	roll	Double-sided tape, nano, transparent adhesive, 48mm	<input type="checkbox"/> Comply	P	P
25	50	roll	Tape, transparent, 48mm	<input type="checkbox"/> Comply	P	P
26	11	roll	Tape, Tarnsparent, 24mm	<input type="checkbox"/> Comply	P	P
27	10	roll	Duct tape, 50m	<input type="checkbox"/> Comply	P	P
29	100	box	Clip, backfold, 25mm	<input type="checkbox"/> Comply	P	P
30	100	box	Clip, backfold, 32mm	<input type="checkbox"/> Comply	P	P
33	300	pcs	Manila paper	<input type="checkbox"/> Comply	P	P
34	600	box	Fastener, plastic, vinyl coated(metal), 50's/ box	<input type="checkbox"/> Comply	P	P
35	150	pcs	Marker, permanent, broad type, black	<input type="checkbox"/> Comply	P	P
36	150	pcs	Marker, permanent, broad type, blue	<input type="checkbox"/> Comply	P	P
37	150	pcs	Marker, whiteboard, broad type, black	<input type="checkbox"/> Comply	P	P
38	150	pcs	Marker, whiteboard, broad type, blue	<input type="checkbox"/> Comply	P	P
39	30	pack	Meta cards, assorted colors, size: 5.5 x 8.5, 250's/ pack	<input type="checkbox"/> Comply	P	P
41	50	pcs	Puncher, heavy duty, paper, 2 hole	<input type="checkbox"/> Comply	P	P
42	50	pcs	Glue, all purpose, gross weight, 240g min	<input type="checkbox"/> Comply	P	P
43	100	pack	Vellum board paper, color white, 180gsm, A4, 10's/ pack	<input type="checkbox"/> Comply	P	P
44	50	pack	Certificate holder, A4, 210mm x 297mm, color green	<input type="checkbox"/> Comply	P	P
45	50	pcs	Storage box, 95L, heavy duty, transparent, white color, with wheel	<input type="checkbox"/> Comply	P	P
46	100	pcs	Ink, epson 310 eco tank printer, black	<input type="checkbox"/> Comply	P	P
47	75	pcs	Ink, epson 310 eco tank printer, cyan	<input type="checkbox"/> Comply	P	P
48	75	pcs	Ink, epson 310 eco tank printer, magenta	<input type="checkbox"/> Comply	P	P
49	75	pcs	Ink, epson 310 eco tank printer, yellow	<input type="checkbox"/> Comply	P	P
50	200	pcs	Alcohol with moiturizer, 70%, ethyl, 1000ml	<input type="checkbox"/> Comply	P	P
51	250	pcs	Alcohol with moiturizer, 70%, ethyl, 500ml	<input type="checkbox"/> Comply	P	P
52	250	box	Facemask, surgical, 3 ply, color blue	<input type="checkbox"/> Comply	P	P
ABC: Php 378,476.00						

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IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of **120 calendar days** from the date of submission.
- DELIVERY PERIOD: **Thirty(30) Calendar Days** upon receipt of Purchase Order (PO)
- PLACE OF DELIVERY: **DSWD FO V, LEGAZPI CITY**
- The Project shall be **AWARDED** as follows: (a) as one contract (b) separate contracts per lot (c) separate contracts per item
- TERM OF PAYMENT: **CHARGED ACCOUNT**, unless specified.
- LIQUIDATED DAMAGES: **One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV **may rescind or terminate the contract**, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
 - PhilGEPS Certification Number
 - Valid Mayor's or Business Permit
 - Latest Income Tax Return
- As a condition for **AWARD**, you will be required to submit:
 - Omnibus Sworn Statement for Contract **Fifty Thousand Pesos(Php50,000.00) and above.**
- For any clarifications, you may contact the BAC Secretariat at procurement.fo5@dswd.gov.ph or at 0910-017-0818.
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **APR 29 2024**

JUDEX DONNEL G. LLAMOSO
 AO IV/ Head-PROCUREMENT

BEN GREGORIO B. LUNA IVAN
 Signature over Printed Name of Canvasser

Signature over Printed Name of Bidder/Authorized Representative