

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

REQUEST FOR QUOTATION

Company Name:

Company Address:

Contact No.:

PhilGEPS Certificate No.:

P.R. No.

Date:

Mode of

Procurement:

TIN:

NF 2506-0381 A

June 11, 2025

Small Value Procurement (53.9)

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/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
PURCHASE OF OFFICE SUPPLIES FOR USE OF DRMD						
1	150	bottle/s	Alcohol, ethyl, 500ml	<input type="checkbox"/> Comply		
2	50	pc/s	Clearbook, legal	<input type="checkbox"/> Comply		
3	150	pc/s	Signpen, extra fine tip, black, 0.5mm	<input type="checkbox"/> Comply		
6	150	pc/s	Signpen, extra fine tip, blue, 0.5mm	<input type="checkbox"/> Comply		
8	25	pack	Battery, dry cell, size AA, 4's	<input type="checkbox"/> Comply		
9	25	pack	Battery, dry cell, size AAA, 4's	<input type="checkbox"/> Comply		
10	25	pc/s	Air/ gel freshener	<input type="checkbox"/> Comply		
14	50	box	Staple wire, standard	<input type="checkbox"/> Comply		
15	50	roll	Tape, masking, 48mm	<input type="checkbox"/> Comply		
18	50	pc/s	Correction tape, 8m	<input type="checkbox"/> Comply		
19	25	box	Envelope, expanding, kraft	<input type="checkbox"/> Comply		
23	100	pc/s	Marker, permanent, black	<input type="checkbox"/> Comply		
24	100	pc/s	Marker, permanent, blue	<input type="checkbox"/> Comply		
25	100	pc/s	Marker, permanent, red	<input type="checkbox"/> Comply		
26	20	pc/s	Marker, whiteboard, black	<input type="checkbox"/> Comply		
27	20	pc/s	Marker, whiteboard, blue	<input type="checkbox"/> Comply		
28	20	pc/s	Marker, whiteboard, red	<input type="checkbox"/> Comply		
31	10	box	Pencil, lead/ graphite, with eraser, 12's/ box	<input type="checkbox"/> Comply		
32	10	pc/s	Pencil sharpener, desktop type	<input type="checkbox"/> Comply		
34	20	box	Stamp pad, felt	<input type="checkbox"/> Comply		
37	30	pc/s	Record book, 300 pages	<input type="checkbox"/> Comply		
38	20	roll	Toilet tissue paper, 2 ply	<input type="checkbox"/> Comply		
39	50	bottle	Hand sanitizer	<input type="checkbox"/> Comply		
Page 1 of 1						
Approved Budget for the Contract:				PHP 61,398.85		

IMPORTANT REMINDERS:

1. Price quotation/s must be valid for a period of 30 days from the date of submission.

2. **DELIVERY PERIOD: 7 working days upon the receipt of Purchase Order.**

3. **PLACE OF DELIVERY: DSWD FO V, Rawis, Legazpi City.**

4. **The project shall be AWARDED:** ☒ (a) as one contract ☐ (b) separate contract per lot ☐ (c) separate contract per item

5. **TERM OF PAYMENT: CHARGED ACCOUNT**, unless specified. 30-60 days from the receipt of Statement of Account / Billing.

6. **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.

7. The Supplier/Contractor acknowledges and agreed that any acts falling under section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.

8. Required documents to submit:

a. PhilGEPS Certification Number b. Valid Mayor's or Business Permit c. Latest Income Tax Return

9. As a condition for AWARD, you will be required to submit the following documents:

a. Omnibus Sworn Statement b. _____

10. For any clarifications, you may contact the BAC Secretariat through procurement.fo5@dswd.gov.ph or 0910-017-0818

11. Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **JUN 17 2025, 2:00PM**

KIMBERLEE G. LANUZA

AO II/Procurement Section Head

Signature Over Printed Name of Canvasser

Signature Over Printed Name of Bidder