

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office 02, Carig, Tuguegarao City

REQUEST FOR QUOTATION
Negotiated Procurement after Two Failed Biddings

Supply and Delivery of Computer Inks and Consumables, 1 Lot, for use of DSWD Field Office 02, Satellite Offices and Centers and Institutions Staffs for the Second Semester CY 2021

RFQ No.: 21-10-0834

Date: October 30, 2021

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No: _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be a basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

May we also invite you to our **Negotiated conference on November 5, 2021 – 10:00 A.M. DSWD FO 02, Tuguegarao City Cagayan** prospective bidders may participate through video conferencing in a link which will be given on November 5, 2021.

Please submit fully accomplished Annex A (Request for Price Quotation) on a sealed envelope together with the following on or before **November 17, 2021 – 10:00 A.M.:**

- 1) PhilGEPS Certification (Platinum)
- 2) DTI Business Registration/SEC Registration Certificate.
- 3) Mayor's Permit (Valid and Current).
- 4) BIR Certificate Registration/Tax Clearance.
- 5) Bid Security –
 - a. Bid Securing Declaration
 - b. Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2% of ABC)
 - c. Surety Bond (5% of ABC)
- 6) Omnibus Sworn Statement

Terms and Conditions:

1. Award shall be made on total quoted price.
2. Quotation validity shall not be less than 30 calendar days.
3. Goods shall be delivered within 15 working days upon receipt of Notice to Proceed.
4. Place of delivery is DSWD Field Office 02, Carig, Tuguegarao City.
5. Terms of payment is through check within 30 calendar days upon final inspection and acceptance.
6. Liquidated Damages/Penalty: 1/10 of 1 percent of the contract price for every day of delay shall be imposed.
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. Indicate brand, model and country of origin, if applicable.

Very truly yours,


CELSO L. ARAO JR.
BAC Chairperson

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Field Office 02, Carig, Tuguegarao City

RFQ No:21-10-0834

Supply and Delivery of Computer Inks and Consumables, 1 Lot for use of DSWD Field Office 02, satellite offices and centers and institution staffs for the first quarter.

Date: October 30, 2021

Company Name : _____

Company Address : _____

Contact Person : _____

Contact No. : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1.	250	cans	INSECTICIDE, aerosol type, net content: 600ml min			
2.	265	bottles	HAND SANITIZER, 500 ml			
3.	1833	bottles	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)			
4	107	gallons	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters			
5	852	bottles	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)			
6	40	gallons	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters			
7	6	gallons	POVIDONE IODINE, 10 % solution, 120 ml			
8	285	bottles	STAMP PAD INK, purple or violet, 50ml (min.)			
9	3	rolls	ACETATE, thickness: 0.075mm min, transparent, width:1.20m, length: 50m/roll			
10	80	bundle s	LOOSELEAF COVER, made of chipboard, for legal, 50 sets/bundle, 216mm (min) x 355mm (min)			
11	856	pads	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad			
12	103	pads	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad			
13	80	pads	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad			
14	2188	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm			
15	1951	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
16	2057	reams	PAPER, Multi-Purpose A4, 70 gsm			
17	1558	reams	PAPER, Multi-Purpose Legal, 70 gsm			

18	47	pads	PAPER, PAD, ruled, size: 216mm x 330mm			
19	3	boxes	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose			
20	20	rolls	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m			
21	37	books	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
22	153	books	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
23	1029	packs	TOILET TISSUE PAPER, 2-ply, 100% recycled, 12rolls/pack			
24	129	packs	TISSUE, interfolded paper towel, at least 150 pulls			
25	106	packs	BATTERY, dry cell, AA, 2 pieces per blister pack			
26	88	packs	BATTERY, dry cell, AAA, 2 pieces per blister pack			
27	21	packs	BATTERY, dry cell, D, 1.5 volts, alkaline			
28	709	jars	GLUE, all purpose, gross weight: 200 grams min			
29	29	boxes	STAPLE WIRE, for heavy duty staplers, (23/13)			
30	2154	boxes	STAPLE WIRE, STANDARD, (26/6), #35			
31	25	rolls	TAPE, ELECTRICAL, 18mm x 16M min			
32	249	rolls	TAPE, MASKING, width: 24mm (±1mm)			
33	409	rolls	TAPE, MASKING, width: 48mm (±1mm)			
34	152	rolls	TAPE, PACKAGING, width: 48mm (±1mm)			
35	254	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)			
36	4536	rolls	TAPE, TRANSPARENT, width: 48mm (±1mm)			
37	3	units	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade, 16"			
38	3	units	ELECTRIC FAN, STAND type, plastic blade, 16"			
39	6	units	ELECTRIC FAN, WALL type, plastic blade, 16"			
40	337	pieces	RULER, plastic, 450mm (18"), width: 38mm min			
41	336	boxes	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12pcs/box			
42	497	boxes	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12pcs/box			
43	316	boxes	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box			
44	443	boxes	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12pcs/box			

45	3125	pieces	CORRECTION TAPE, film base type, UL 6m min			
46	32	pieces	DATA FILE BOX, made of chipboard, with closed ends, 125mm x 230mm x 400mm			
47	26	pieces	DATA FOLDER, made of chipboard, taglia lock, 75mm x 230mm x 380mm (min), Thickness: 2.5mm (min)			
48	30	boxes	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs/box			
49	188	boxes	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pcs/box, 380mm x 250mm, Expansion: 50mm, thickness: 0.38mm			
50	2	boxes	ENVELOPE, mailing, white, with window, 105mm x 241mm (min), 500pcs/box			
51	1413	boxes	FASTENER, METAL, 70mm between prongs, 50 sets/box			
52	18	pieces	FILE ORGANIZER, expanding, plastic, 12 pockets, for legal size documents			
53	5	bundles	FOLDER, FANCY, for A4 size documents, with slide, 50pcs/bundle			
54	35	bundles	FOLDER, FANCY, for legal size documents, with slide, 50pcs/bundle			
55	23	packs	FOLDER, L-TYPE, PLASTIC, for A4 size documents, material: plastic, 50pcs/pack			
56	35	packs	FOLDER, L-TYPE, PLASTIC, for legal size documents, material: plastic, 50pcs/pack			
57	7	boxes	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100pcs/box			
58	331	packs	FOLDER, TAGBOARD, for A4 size documents, 100 pcs/pack			
59	349	packs	FOLDER, TAGBOARD, for legal size documents, 100 pcs/pack			
60	31	boxes	INDEX TAB, self-adhesive, transparent, 5 sets/box, one (1) set composed of 2 pcs 6" tab strip and two (2) complete alphabet			
61	32	pieces	MAGAZINE FILE BOX, 15.5" x 10" x 4.5", made of chipboard			
62	179	pieces	MARKER, whiteboard, black, felt tip, bullet type			
63	75	pieces	MARKER, whiteboard, blue, felt tip, bullet type			
64	60	pieces	MARKER, whiteboard, red, felt tip, bullet type			

665	235	pieces	MARKER, PERMANENT, bullet type, black			
66	107	pieces	MARKER, PERMANENT, bullet type, blue			
67	34	pieces	MARKER, PERMANENT, bullet type, red			
68	491	boxes	PAPER CLIP, vinyl/plastic coat, length: 32mm min, 100pcs/box			
69	490	boxes	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box			
70	450	boxes	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box			
71	6	bundle s	RING BINDER, plastic, 32mm, 84 rings			
72	10	boxes	RUBBER BAND, 70mm min lay flat length (#18), 50pcs/box			
73	125	pieces	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
74	54	pieces	PENCIL SHARPENER, manual, single cutter head, table mountable type, with metal clamp, one hole guide, 9-10mm diameter			
75	110	pairs	SCISSORS, symmetrical, blade length: 65mm min			
76	252	pieces	STAPLER, STANDARD TYPE, load cap: 200 staples min			
77	111	pieces	STAPLE REMOVER, PLIER-TYPE			
78	6	pieces	TAPE DISPENSER, TABLE TOP, for 24mm width tape			
79	4	units	CALCULATOR, compact, 12 digits			
80	91	pieces	ERASER, PLASTIC/RUBBER, for pencil draft/writing			
81	2532	pieces	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
82	1225	pieces	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
83	167	pieces	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip			
84	3999	pieces	BALLPOINT PEN, fine point, black			
85	1218	pieces	BALLPOINT PEN, fine point, blue			
86	90	pieces	BALLPOINT PEN, fine point, green			
87	83	pieces	BALLPOINT PEN, fine point, red			
88	52	pieces	DOUBLE ADHESIVE TAPE, 1"			
89	5	boxes	MAP PIN, round head, 100 pieces per case			
90	9	boxes	PUSH PIN, flat head type, assorted colors, 100 pieces			

			per case			
91	396	packs	Photopaper (A4) 20's/pack			
92	914	pads	Sign Here Sticker, 125 sheets/pack (25sheets/color - Pink, Orange, Yellow, Green, Blue), Highlighting, Marking, Indexing and Repositionable Semi-Transparent Self Adhesive			
93	19	pieces	Storage Box, transparent, 120L			
94	20	pieces	CD-RW, 700MB capacity, 80 minutes recording time, Up to 4x write speed			
95	3	rolls	Rope 4mm, yellow, 50m/roll			
96	30	pieces	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip			
Total Approved Budget = P 2,876,866.39						


CELSO L. ARAO JR.
BAC Chairperson

(Signature over printed name of Supplier/Bidder)