



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MiMaRoPa Region
 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-02-0124 SHOPPING
 Date: February 4, 2021

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Email Address : _____
 Company TIN : _____
 PhilGEPS Reg. 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 basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

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

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement**. The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: jassarmiento@dswd.gov.ph** not later than **5:00 PM on February 11, 2021 (Thursday)**.

Very truly yours,
HARVEY B. CALABIO
 Administrative Officer V
 Procurement Section *2/18/21*

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
3. Services shall be delivered on: **at least 7 days after approval of PO**
4. Place of Delivery: **DSWD MIMAROPA FO - 1680 Benitez St, cor, 1004 Gen. Malvar St, Malate, Manila**
5. Terms of Payment: **within 15-30 days upon final inspection and acceptance**
 Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
 Account Name: _____ Account Number : _____
 Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
6. Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.**
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: _____
10. NOTE: **"Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www. philgeps.gov.ph to register"**

JOSHUA ABBIE S. SARMIENTO
 Procurement Officer
 Telefax: 5336-8106 to 07 loc. 24052

 Signature Over Printed Name
 (Supplier)



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RFQ 2021-02-0124

Date: _____ (should be filled up by suppliers)

MOP: SHOPPING

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Email Address : _____
 Company TIN : _____
 PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
Purchase of Regular Office Supplies for 1st and 2nd Quarter					
46	15	piece	STAPLER, Heavy duty, standard w/ staple wire remover		
47	20	box	STAPLE WIRE, Heavy duty, No. 35 26/6		
48	15	piece	STAPLE REMOVER, PLIER-TYPE, Metal Heavy duty		
49	10	pack	STICKER PAPER A4 10S		
50	10	pack	PHOTO PAPER, Glossy		
51	5	box	RUBBER BAND, Flat		
52	6	piece	RING BINDER 8.5 X 13"		
53	30	roll	TAPE, Transparent, 24mm, 50 meters length		
54	30	roll	TAPE, Transparent, 48mm, 50 meters length		
55	30	roll	TAPE, Duct, 48mm, 50 meters length		
56	30	roll	TAPE, Masking, 24mm, 50 meters length		
57	30	roll	TAPE, Masking, 48mm, 50 meters length		
58	30	roll	TAPE, Packaging, 48mm, 50 meters length		
59	30	roll	TAPE, Double Sided, 24mm, 50 meters length		
60	30	piece	PLASTIC ENVELOPE, Legal w/out handle clear expanding button type		
61	15	piece	SCISSORS, Heavy duty		
62	10	piece	PUNCHER, Two hole, Heavy duty		
63	13	piece	LOGBOOK, 500 leaves		
nothing follows					
Delivery Date: 7 days upon receipt of approved PO					
Place of delivery: DSWD FO IV- MiMaRoPa, 1680 F.T, Benitez cor., Malvar sts., Malate, Manila					
Contact Person: Maida Sarmiento					
Approved Budget Cost: P 101,457.00					
Chargeable against Sub- ARO No. 330100100001000(DRRP)-2021-MIMAROPA-6					
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PURPOSE: Purchase of Regular Office Supplies for 1st and 2nd Quarter

PR No.: 2021-02-0124

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

JOSHUA ABBRIE S. SARMIENTO
 Procurement Officer
 Telefax: 5336-8106 to 07 loc. 24052

 (Signature over printed name)
 Supplier

VAT
 Non-VAT