



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

REQUEST FOR QUOTATION

RFQ No. 2021-03-0200 SHOPPING
 Date: March 9, 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 March 16, 2021 (Tuesday)**.

Very truly yours,

HARVY E. CALABIO
 Administrative Officer V
 Procurement Section

Terms and Conditions:

- Award shall be made on per: item basis total quoted price lot basis
- Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
- Services shall be delivered on: **at least 7 days after approval of PO**
- Place of Delivery: **SWADT Oriental Mindoro (Provincial Capitol Complex, Brgy., Camilmil, Calapan City)**
- 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**
- 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.**
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: _____
- 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 ABBRIE S. SARMIENTO
 Procurement Officer
 Telefax: 5336-8106 to 07 loc. 24052

 Signature Over Printed Name
 (Supplier)



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RFQ No. 2021-03-0200

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
OFFICE SUPPLIES					
1	200	piece	Long folder, white		
2	20	piece	Expanded Green Folder Long		
3	200	piece	Brown Long Envelope		
4	40	piece	Brown Short Envelope		
5	40	piece	Correction tape, 6 meters, min, 1 piece individual plastic		
6	40	piece	Gel Pen (0.5) Black, ultra fine 12 pcs/box		
7	40	piece	Gel Pen (0.5) Blue, ultra fine 12 pcs/box		
8	6	box	Ballpoint Pen, fine point, black, 50pcs/box		
9	20	piece	Sticky note pad 3" x 3", 100 sheets per pad		
10	20	piece	Sticky Flag Page Marker, 1/2 in 1 3/4 in (assorted)		
11	12	box	Plastic Fastener #4, 50 pcs per box		
12	5	box	Data File Box, made with chipboard, with close ends		
13	6	bottle	EPSON, Ink T664 Black		
14	3	bottle	EPSON, Ink T664 Magenta		
15	3	bottle	EPSON, Ink T664 Cyan		
16	3	bottle	EPSON, Ink T664 Yellow		
17	1	bottle	Canon, Ink Cartridge Colored		
18	5	box	Pencil, lead with eraser, one dozen per box		
19	15	piece	Highlighter pen, assorted colors		
20	6	box	Paper clip small, 32mm, 100 pcs per box		
21	6	box	Paper clip big, 48mm, 100 pcs per box		
22	7	piece	Glue, All purpose, 130 grams		
23	30	reams	Copy Paper, A4		
24	17	reams	Copy Paper, Legal size		
25	1	piece	Stapler Heavy Duty No. 35		
26	1	piece	Staple Remover (Plier type)		
27	5	piece	Eraser, non dust		
28	11	box	Staple wire No. 35		
29	1	piece	Calculator, compact, electronic, 12 digit cap, 1 unit in individual box		
30	8	piece	Tape transparent, 24mm, 50 meters		
31	6	piece	Tape transparent, 48mm, 50 meters		
32	1	box	Puncher, Paper, Heavy duty, with two hole guided, 1 piece in individual box		
33	5	piece	Permanent Marker, broad, black		
*****Nothing Follows*****					
Delivery Venue: DSWD SWADT Office, Provincial					
SWADT Oriental Mindoro (Provincial Capitol Complex, Brgy., Camilmil, Calapan City)					
Delivery Date: March 24, 2021					
Approved Budget Cost: 33,000.00					
				"Failure to indicate information could be basis for non-compliance."	

PURPOSE: Office Supplies for the use of SLP Oriental Mindoro

PR No.: 2021-03-0200

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