



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

REQUEST FOR QUOTATION

RFQ No. 2021-04-0226 SHOPPING
 Date: April 7, 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 April 14, 2021 (Wednesday)**.

Very truly yours,
HARVY B. CALABIO
 Administrative Officer V
 Procurement Section
4/8/21

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: **DSWD MIMAROPA, Malate, Manila**
- 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 2021-04-0226
 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
1	17	unit	Plastic Interlocking Tray Drawer Organizer for pens, scissors, sticky note, paper clips, calculator, stapler, etc.		
2	10	reams	Photo Paper, A4, glossy, waterproof, 260 gms		
3	10	reams	Sticker Paper, A4, waterproof		
4	15	unit	Brother TN-2480		
5	15	unit	Brother DR-2455		
6	15	pcs	Stapler, heavy duty, black, 35mm		
7	15	pcs	Office Scissors, black, 8 inch		
8	15	pcs	Desk Pen Holder, black, metal mesh, square		
9	15	pcs	Computer Table mat, PVC/ leather, waterproof, nonslip, dark blue, 40 inches L x 24 inches W		
10	15	pcs	Staple remover		
11	15	pack	Batteries, AA, heavy duty, 4pcs/pack		
12	30	bottle	Epson 003, Yellow, 70ml		
13	30	bottle	Epson 003, Black, 70ml		
14	30	bottle	Epson 003, Magenta, 70ml		
15	30	bottle	Epson 003, Cyan, 70ml		
16	2	unit	Dater, Trodat		
17	250	reams	A4 size, copy paper, 70gsm		
18	20	bottle	Disinfectant Spray for furnitures, 300ml		
19	30	pcs	Microfiber towel, 32" x 16", blue		
20	150	reams	Folio Size, copy paper, 70 gsm		
21	100	box	Staple wire no. 35		
22	50	pack	Sign Here, flags, stick on, assorted color, 120/pack		
23	15	pcs	Place Mat, waterproof, oil-proof, non-slip, yellow, square		
24	15	unit	Tape Dispenser, medium, black		
25	30	rolls	Tissue Paper, 2-ply, 4 rolls/pack		
26	5	unit	Puncher, Two-hole, Iron heavy duty, black		
27	10	unit	Printer Office Desktop Rack, with storage, approximately 16"W x 16"L, black		
28	30	pcs	Data file box, made with clipboard with close ends		
29	10	pcs	Storage box, blue color cover, 5 liters		
30	5	pcs	Storage box, blue color cover, 28 liters		
31	10	rolls	Packaging Tape, 3 inches, 100m x 50mm		
32	10	rolls	Tape transparent, 24m, 50 meters length		
			*****Nothing Follows*****		
			Activity: Purchase of Supplies for RPMO CY 2021		
			Delivery date: April 16, 2021		
			Delivery Place: 2nd Floor - SLP Office - 1680 FT. Benitez cor Malavar Street Malate, Manila		
			Approved Budget Cost: 375,720.00		
				"Failure to indicate information could be basis for non-compliance."	

PURPOSE: For the provision of Office sUpplies for SLP RPMO PDOs

PR No.: 2021-04-0226

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

Computer mat



Tray organizer sample



Desk Printer rack

