



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MIMAROPA Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-04-0236
Date: APRIL 07, 2021 NP-SHOPPING

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.

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.

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. 24051-52 or email to: lglicop@dswd.gov.ph not later than 5:00 PM on APRIL 14, 2021.

Very truly yours,
HARVY B. CALABIO
Administrative Officer V
Procurement Section

Terms and Conditions:

- 1. Award shall be made on per: [X] 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: 5 DAYS UPON RECEIPT OF APPROVED P.O.
4. Place of Delivery: DSWD FIELD OFFICE MIMAROPA REGION (1680 F.T. BENITEZ ST., COR. 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.
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"

LORETTA G. LICOP
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52

Signature Over Printed Name
(Supplier)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office MIMAROPA Region
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RFQ 2021-04-0236
 Date: _____
 MOP: NP- SVP

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 OFFICE SUPPLIES					
1	25	bundle	LOOSELEAF COVER (50pcs/Bundle)		
2	30	piece	FLEXIBOX, FB 600 x 48cm x 40 cm		
3	7	piece	TONER, BROTHER, Catridge, TN-2360		
4	1	box	ENVELOPE, Expanding, Kraftboard, Legal Size		
5	1	box	ENVELOPE, Documentary, A4 Size, 500s/Box		
6	1	box	ENVELOPE, Documentary, Legal Size, 500s/Box		
*****nothing follows*****					
Delivery Place:					
1680 F.T. Benitez St., cor. Malvar St., Malate, Manila					
Delivery Date:					
7 Days Upon Receipt of Approved PO					
Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification					
"Failure to indicate information could be basis for non-compliance."					
APPROVED BUDGET FOR THE CONTRACT: Php 89,200.00					

PURPOSE: OFFICE SUPPLIES FOR THE USE OF SOCIAL PENSION-FIELD OFFICE
 PR No.: 2021-04-0236

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.

LORETTA G. LICOP
 Procurement Officer
 Telefax: 5336-8106 to 07 loc. 24052

 (Signature over printed name)
Supplier

VAT
 Non-VAT