



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

REQUEST FOR QUOTATION

RFQ No. 2021-04-0331 SHOPPING
 Date: April 23, 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 30, 2021 (Friday)**.

Very truly yours,
HARVY B. CALABIO
 Administrative Officer V
 Procurement Section
4/23/21

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 - 1680 F.T. Benitez Street Cor. General Malvar, 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 2021-04-0331

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 FOR OFFICE SUPPLIES					
1	3	PCS	Heavy Duty Punch Puncher 2 Holes 150 paper sheet in one punch capacity		
2	3	PCS	Heavy Duty Stapler 23/6-23/23 (210 sheets) (Black)		
3	10	BOX	Heavy Duty Staple wire Strong wire size 23/10 (2000pcs)		
4	10	PCS	Heavy Duty Pull-out extractor Professional Staple Remover Metal Plastic handle for a good grip and non-slip.3		
5	10	BOX	Liquidly Free ink Pen 0.5 <i>Description</i> Point size: 0.5mm Pen Type: Sign pen Colors: Black		
6	10	BOX	Liquidly Free ink Pen 0.5 <i>Description</i> Point size: 0.5mm Pen Type: Sign pen Colors: Blue *****Nothing Follows*****		
			Delivery Venue: DSWD MIMAROPA - 1680 F.T. Benitez Street Cor. General Malvar, Malate, Manila		
			Delivery Date: 7 days upon receipt of approved		
			Approved Budget Cost: 22,500.00		
			"Failure to indicate information could be basis for non-compliance."		

PURPOSE: For the use of DRMD Personnel

PR No.: 2021-04-0331

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