



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
FIELD OFFICE - MIMAROPA  
1680 F.T. Benitez Corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-04-0008  
Date: April 27, 2021

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
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, 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) 336-8106 to 07 loc. 111 or email to: kc4bprocurement2@gmail.com** not later than **6:00PM on May 4, 2021 (Tuesday)**.

Very truly yours,

**HARVEY B. CALABIO**  
Administrative Officer V  
Procurement Section

Telefax: 336-8106 to 07 loc. 101 & 111

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 Five (5) Calendar days after receipt of approved T.O
4. Place of Delivery: DSWD ACT-Office, Araceli, Palawan
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 sepcified 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"**

*Jayson B. Lagarde*  
**JAYSON B. LAGARDE**

Procurement Officer  
Tel. No: 336-8106 Local 101

\_\_\_\_\_  
Signature Over Printed Name  
(Supplier)



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

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RFQ No.: 2021-04-0008

Date: \_\_\_\_\_ (should be filled up by suppliers)

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

MOP: SHOPPING

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	3	boxes	BALL POINT PEN, Black, 0.5mm, 50s/box		
2	2	units	CALCULATOR, Compact, Electronic, LCD Display, 12 Digits, Two-Way Power Source (Solar and Cell)		
3	16	pieces	CORRECTION TAPE, Disposable, Gear Type, Single Line Tape, 8 meters (min), 5mm width,		
4	4	packs	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet or elastic strap, 10s/ pack		
5	2	boxes	365mm, Tab: 13mm, 50/pack		
6	1	jars	GLUE, Multi-Purpose, 240 grams		
7	2	boxes	MARKER PEN, Permanent, 12/box, Black		
8	24	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)		
9	24	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)		
10	3	pieces	PUNCHER, Paper, Heavy duty, With two hole guide, 1, Diameter of hole: 7mm (approx), Distance between 2 holes: 70mm (0.5mm) center-to-center, Punching depth: 12mm, With lever lock		
11	1	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		
12	1	piece	RULER, PLASTIC, 450MM, 1 piece in individual plastic		
13	1	piece	SCISSORS, symmetrical, blade length: 65mm, 1 piece		
14	4	pieces	STAPLER, STANDARD TYPE, load cap: 200 staples min, with remover		
15	1	box	STAPLE WIRE, STANDARD, 5000 wires per box #35		
16	4	rolls	TAPE, MASKING, width: 24mm (±1mm)		
17	4	rolls	TAPE, PACKAGING, width: 48mm (±1mm)		
18	4	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)		
19	1	box	Paper clips, vinyl regular size 50mm		
20	1	box	Paper Fastener, assorted color 70mm, 50/box		
			Approved Budget Cost: Php 17,501.12		
			***Nathig Follows***		
			***Page 1 of 1***		
				"Failure to indicate information could be basis for non-compliance."	

PURPOSE: Office supplies for ACT- ARACELI, PALAWAN for KC Implementation for the year 2021.  
PR No.: 2021-04-0008

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.

*Jayson B. Lagarde*  
**JAYSON B. LAGARDE**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)  
Supplier

VAT  
 Non-VAT