



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

REQUEST FOR QUOTATION

RFQ No. 2021-04-0317
Date: APRIL 21, 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**. 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. 24051-52 or email to: lglicop@dswd.gov.ph not later than 5:00 PM on APRIL 28, 2021.**

Very truly yours,
HARRY B. CALABIO
Administrative Officer V
Procurement Section
4/21/2021

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: 7 DAYS UPON RECEIPT OF APPROVED P.O
- Place of Delivery: DSWD SWADT OFFICE-ORIENTAL MINDORO (Capitol Complex, 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"

LORETTA G. LICOP
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24051-52

Signature Over Printed Name
(Supplier)



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Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

MOP: INP-SHOPPING

Item No.	Qty.	Unit		Bidder's Specifications	Unit Cost	Total Cost	
PURCHASE OF OFFICE SUPPLIES							
1	25	reams	PAPER, MULTI-COPY, 80gsm, Size: 210mm x 297mm (A4)				
2	15	reams	PAPER, MULTI-COPY, 80gsm, Size: 216mm x 330mm (LEGAL)				
3	1	pack	FOLDER, with TAB, Legal Size, 1 Pack (100pcs per pack)				
4	2	box	FOLDER, Pressboard				
5	1	box	ENVELOPE, Expanding, Legal Size				
6	1	box	ENVELOPE, Documentary, For Legal Size Document				
7	3	piece	FLASH DRIVE, 16GB, 3.0 USB				
8	10	plastic	CORRECTION TAPE, Per Individual Pack				
9	4	piece	DATA FILE BOX, Made of Chipboard, With Closed-Ends				
10	2	box	FASTENER, Metal, 70mm between prongs, 50 sets/box				
11	4	piece	STAPLE REMOVER, Plier Type				
12	3	piece	STAPLER, Heavy Duty, Standard				
13	6	pad	NOTEPAD, Stick-On, 3x4, 100sheets per pad				
14	6	box	STAPLE WIRE, Standard				
15	1	piece	PUNCHER, For Paper, Heavy Duty, with 2-Holes Guide				
16	2	book	RECORD BOOK, 300 Pages, size: 214mm x 278mm min.				
17	8	piece	SIGN PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip				
18	8	piece	SIGN PEN, Blue, Liquid/Gel Ink, 0.5mm Needle Tip				
19	12	roll	TAPE, Transparent, Width: 48mm (±1mm)				
20	1	piece	TAPE DISPENSER, Table Top, 48mm				
21	6	pack	DETERGENT POWDER, 1kg				
22	2	piece	FLOOR MOP, 360°				
23	1	piece	WHITE BOARD, 4x6 ft.				
24	8	bottle	INK, Epson, L565 (T664), Black				
25	7	bottle	INK, Epson, L565 (T664), Yellow				
26	7	bottle	INK, Epson, L565 (T664), Cyan				
27	7	bottle	INK, Epson, L565 (T664), Magenta				
			*****nothing follows*****	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification			
			Delivery Place: DSWD SWADT OFFICE-ORIENTAL MINDORO Capitol Complex, Camilmil, Calapan City				
				"Failure to indicate information could be basis for non-compliance."			
			APPROVED BUDGET FOR THE CONTRACT: Php 41,050.00				

PURPOSE: OFFICE SUPPLIES FOR THE USE OF SWADT-ORIENTAL MINDORO CY 2021

PR No.: 2021-04-0317

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