



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

**REQUEST FOR QUOTATION**

RFQ No. 2021-05-0414 Shopping  
 Date: May 19, 2021

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

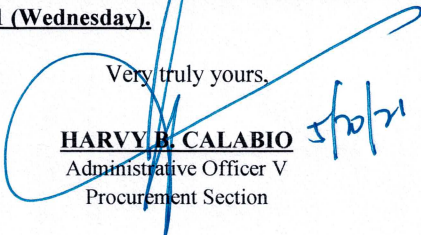
Sir/Madam:

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

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. 24054 or email to: ambernulla@dswd.gov.ph** not later than **5:00 PM on May 26, 2021 (Wednesday)**.

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

**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: (15) Fifteen Calendar days after receipt of Approved P.O
4. Place of Delivery: DSWD F.O IV-MIMAROPA, 1680 F.T Benitez 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. 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"

ADRIAHN M. BERNULLA  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24054

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



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RFQ No. 2021-05-0414

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	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
<b>Purchase of Office Supplies for Regional Office</b>						
1	4	piece	Ballpoint Pen, Fine Point, 0.5 red, Retractable			
2	6	pack	Battery, dry cell, AA, 4 pieces per Blister Pack			
3	3	pack	Battery, dry cell, AAA, 4 pieces per Blister Pack			
4	1	piece	Calculator, Compact, Electronic, 12 digits cap, 1 unit in individual box			
5	3	piece	Memory Card, 256GB			
6	160	piece	Clearbook, Legal size, with 20 sheets, refillable folder, yellow cover			
7	2	piece	Cutter Knife, Metal Body, Heavy Duty			
8	2	piece	Document Paper Tray Sorter/Organizer, 3 Later, Legal size, Black			
9	1	roll	Double Sided Foam Tape, 24mmx10m (heavy duty)			
10	1	roll	Duct Tape, 2 inches			
11	20	piece	DVD Rewritable, speed, 4xmin, 4.7GB capacity min.			
12	1	box	Envelope, Mailing, with DSWD Logo, Legal, 500's/box			
13	11	piece	Flash Drive, 32 GB OTG			
14	8	piece	Flash Drive, 64 GB OTG			
15	3	piece	Glue stick, all purpose, non toxic, 22 grams			
16	5	bottle	Glue, all purpose, non toxic, 130 grams			
17	1	roll	High Quality, Bubble Wrap Roll, 31.5in x 100m			
18	4	roll	Ink for Smart IDP Printer, 5 Panel ribbon (YMCKO) 250 prints/roll			
19	2	roll	Ink for Smart IDP Printer, k ribbon, 1,200 prints/roll single side			
20	4	ream	Laminating Film, A4 size, 250microns			
21	1	piece	Marker, highlight, Color Yellow			
22	35	piece	Marker, highlight, Color, Assorted, Any light Colors			
23	66	pack	Please Sign Here Sticker, 125 Flags Labelers			
24	4	box	PVC Blank Card, 1608,0813, box 1148/2000 (500pcs/box) for ID			
25	1	book	Record Book, 300 pages, size: 214mm x 278mm min.			
26	18	book	Record Book, 500 pages, size: 214mm x 278mm min.			
27	3	piece	Scissors, Symmetrical, blade Length: 65mm, 1 piece in individual plastic			
28	133	piece	Sign Pen, Black, 0.5mm. Needle point, 9.9mm diameter grip, blue capped, snap on, Quick Drying, Smear Resistant, dye based ink			
29	91	piece	Sign Pen, Blue, 0.5mm. Needle point, 9.9mm diameter grip, blue capped, snap on, Quick Drying, Smear Resistant, dye based ink			
30	3	piece	Staple wire remover (Stainless, Plier Type, High Quality)			
31	30	box	Staple Wire No. 35 26/6			
32	30	piece	Storage Box, Plastic, 67 Liters (Flexi)			
33	8	pack	Vellum Specialty Paper Board, a4 220gsm, 100 sheets			
34	140	ream	Paper, Multi-copy, A4 size, 80gsm			
<b>****NOTHING FOLLOWS****</b>						
Approved Budget Cost: Php 151,900.00						
Delivery Place: DSWD F.O IV-MIMAROPA, 1680 F.T Benitez St., Malate, Manila						
Delivery Time: (15) Fifteen Calendar days after receipt of approved P.O						
*Failure to indicate information could be basis for non-compliance.*						

PURPOSE: Purchase of Office Supplies for Regional Office  
 PR No.: 2021-05-0414

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.

**ADRIAHN M. BERNULLA**

Procurement Officer

Tel: 5336-8106 Local 24054/Email: ambernulla@dswd.gov.ph

(Signature over printed name)  
 Supplier

VAT  
 Non-VAT