



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

REQUEST FOR QUOTATION

RFQ No. 2021-05-0419 SHOPPING
 Date: May 12, 2021

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

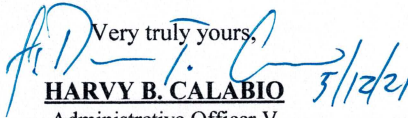
Sir/Madam:

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, 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: ejenolasco@dswd.gov.ph** not later than **5:00 PM on May 19, 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 Calendar days upon receipt of Approved Purchase Order (PO)
4. Place of Delivery: Provincial Operations Office, Servanez St., Brgy. Liwayway, Odiongan, Romblon
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](http://www.philgeps.gov.ph) to register"


EMMA JOY C. NOLASCO
 Procurement Officer

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

 Signature Over Printed Name
 (Supplier)



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RFQ No. 2021-05-0419

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
PURCHASE OF OFFICE SUPPLIES IN ROMBLON						
1	265	pcs	BALLPOINT PEN, fine point, 0.5 Blue			
2	356	pcs	BALLPOINT PEN, fine point, 0.5 Black			
3	15	cart	BROTHER TN2260 (TONER)			
4	10	pack	BATTERY, dry cell, AAA 2pcs per blister pack			
5	6	pcs	CALCULATOR, compact electronic 12 digitd cap, 1 unit per individual box			
6	33	pack	CARTOLINA, assorted Colors, 78gsm min (20pcs/pack)			
7	3	pack	CLEARBOOK, refillable pockets, legal size, 100pcs per pack			
8	25	box	CLIP, Backfold, 19mm, 12pieces per box			
9	28	box	CLIP, Backfold, 25mm, 12pieces per box			
10	22	box	CLIP, Backfold, 32mm, 12pieces per box			
11	30	box	CLIP, Backfold, 50mm, 12pieces per box			
12	6	ream	COLORED PAPER, A4 size, 80gsm, assorted color, 500 sheets per ream			
13	1	ream	COLORED PAPER, A4 size, 80gsm, Yellow, 500 sheets per ream			
14	463	pcs	CORRECTION TAPE, 1 piece in individual plastic, 8mm to 10mm			
15	5	pcs	CUTTER KNIFE, heavy duty			
16	1	pcs	CLIPBOARD FOLDER with internal pocket, legal size, assorted color			
17	5	pcs	DATING and STAMPING			
18	102	pcs	DATA FILE BOX, made of clipboard, with closed ends			
19	6	box	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box			
20	3	box	ENVELOPE, mailing with DSWD Logo, Legal, 100pcs per box			
21	1	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box			
22	11	box	ENVELOPE, EXPANDING, KRAFTBOARD, for Legal Size doc, 100 pieces per box			
23	200	cart	EPSON 005 ink for EPSON M1100 Printer			
24	115	box	FASTENER, plastic 70mm bet. Prongs			
25	42	pcs	FOLDER, FANCY, Legal, 50 pieces per bundle			
26	2	pack	FOLDER, L-Type, Legal Size, 50 pieces per pack			
27	16	box	FOLDER, Legal size, white color with tab (100pcs/box)			
28	69	box	FOLDER, Pressboard, size:240mm x 370mm (-5mm), 100 pieces per box			
29	65	jar	GLUE, all purpose, gross weight: 200 grams min			
30	9	cart	INK CART, HP CZ107AA, (HP678), BLACK			
31	9	cart	INK CART, HP CZ107AA, (HP678), TRI COLOR			
page 1 of 3						
				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."		

PURPOSE: PURCHASE OF OFFICE SUPPLIES IN ROMBLON
 PR No.: 2021-05-0419

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.

EMMA JOY C. NOLASCO
 Procurement Officer

Tel: 336-8106 Local 101 & 111/Email: ejcnolasco@dswd.gov.ph

 (Signature over printed name)
 Supplier

VAT
 Non-VAT



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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			PURCHASE OF OFFICE SUPPLIES IN ROMBLON			
32	12	cart	INK, Cart LC3619, Black			
33	7	cart	INK, Cart LC3619, Cyan			
34	7	cart	INK, Cart LC3619, Magenta			
35	7	cart	INK, Cart LC3619, Yellow			
36	3	cart	INK, Cart HP95, Black			
37	3	cart	INK, Cart HP98, Colored/Tricolor			
38	2	pack	LAMINATING FILM, ID size, 100 per pack			
39	31	set	MARKER, Fluorescent, 3 colors per set			
40	228	pcs	MARKER, Permanent, Bullet type, Black			
41	22	pcs	MARKER, Permanent, Bullet type, Blue			
42	10	pcs	MARKER, Whiteboard, Black			
43	5	pcs	MOUSE, Optical, USB Connection Type			
44	171	pad	NOTEPAD, Stick-on, 3x3 , 100 sheets per pad			
45	68	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min			
46	1	pack	PAPER, parchment, 50pcs per pack			
47	322	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4			
48	243	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, legal			
49	1	pcs	PAPER SHEDDER			
50	4	box	PENCIL LEAD with Eraser, 12 dozen per box			
51	3	pcs	PENCIL SHARPENER, 1pc in individual plastic case, heavy duty			
52	5	box	PUSH PINS, 50pcs per box			
53	50	pcs	PLASTIC MAGAZINE FILE, Stand Holder			
54	10	pcs	PUNCHER, Paper, Heavy Duty with Two Hole guide, 1 piece in individual box			
55	3	pack	PHOTOPAPER, 12 pcs per pack			
56	21	pcs	RECORD BOOK, 300pages, size:214mm x 278mm min			
57	10	pcs	RECORD BOOK, 500pages, size:214mm x 278mm min			
58	16	pcs	RULER, Plastic, 450mm 18"			
59	23	pcs	SCISSORS, symmetrical, Blade length:65mm min			
60	568	pcs	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip			
61	8	pcs	SIGN PEN, Red, liquid/gel ink, 0.5mm needle tip			
62	7	bottle	STAMP Pad Ink, purple or violet, 50ml (min)			
			page 2 of 3			
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PURCHASE OF OFFICE SUPPLIES IN ROMBLON						
63	6	pcs	STAMP PAD, FELT, bed dimension:60mm x 100mm min			
64	4	pcs	STAPLE REMOVER, Plier Type			
65	18	pcs	STAPLE Wire, Standard			
66	1	pack	STICKER PAPER, 100pcs per pack			
67	19	pcs	STAPLER, Standard Type, Load Cap:200 staples min., 1piece in individual box			
68	90	pcs	STORAGE BOX, plastic, 67 liters (FLEXI)			
69	1	pcs	TRAY Organizer, Plastic			
70	26	roll	TAPE, Double Adhesive, 1 inch			
71	13	roll	TAPE Dispenser, Table Top			
72	63	roll	TAPE, Masking, width:24mm (±1mm)			
73	68	roll	TAPE, Packaging, width:75mm			
74	101	roll	TAPE Transparent, width: 24mm (±1mm)			
75	54	pcs	TAPE Transparent, width: 24mm (±1mm)			
76	10	pcs	EXTENSION WIRE, heavy duty, 6 socket with switch			
77	11	pcs	FLASHDRIVE, 64gb OTG			
JANITORIAL/OTHER SUPPLIES FOR ROMBLON						
78	34	pcs	Trash Bin			
79	17	pcs	Dust Pan			
80	3	bottle	Dishwashing Liquid, 100ml			
81	2	pcs	Floor Mop			
82	9	bar	HAND SOAP, antibacterial, 90grams per bar			
83	6	pack	TISSUE PAPER without cardboard, 20rolls, 3ply soft			
84	6	pack	TRASHBAG, Black, 940mm x 1016mm, 10pcs per roll/pack			
85	108	bottle	ALCOHOL, Isopropyl, 68%-70%, scented, 500ml			
86	9	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams-no scent			
87	18	pcs	BROOM, SOFT (TAMBO), weight:200g min tiger grass			
88	4	bottle	CLEANER, Toilet Bowl and Urinal, 900ml-1000ml cap			
89	6	can	CLEANSER, SCOURING POWDER, 350g min/can			
90	6	pouch	DETERGENT POWDER, all purpose, 1kg per plastic pouch			
*****NOTHING FOLLOWS*****						
APPROVED BUDGET FOR THE CONTRACT:						
Php817,155.00						
Place of Delivery: Provincial Operations Office, Servanez St., Brgy. Liwayway, Odiongan, Romblon						
Date of Delivery: 15 Calendar days upon receipt of Approved Purchase Order (PO)						
page 3 of 3						
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