



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

REQUEST FOR QUOTATION

RFQ No. 2021-05-0415 SHOPPING

Date: May 18, 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 24, 2021 (Monday)**.

Very truly yours,

HARVY B. CALABIO
 Administrative Officer V
 Procurement Section

5/18/2021

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, Unit 2, 2/F, G7 Bldg., Brgy. San Pedro, Puerto Princesa City, 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 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"

EMMA JOY C. NOLASCO

Procurement Officer

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

 Signature Over Printed Name
 (Supplier)



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

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"

RFQ No. 2021-05-0415

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 PALAWAN						
1	1547	piece	BALLPOINT PEN, fine point, 0.5 Black			
2	402	piece	BALLPOINT PEN, fine point, 0.5 Blue			
3	30	pack	CABLE TIE, 6 inches, 100pcs per pack (Black or White)			
4	250	piece	CERTIFICATION HOLDER, plastic, A4 size			
5	10	pad	CIVIL SERVICE FORM NO.48 (Daily Time Record)			
6	3	ream	COLORED PAPER, A4 orange			
7	12	ream	COLORED PAPER, A4 pink			
8	3	ream	COLORED PAPER, A4 yellow			
9	2	ream	COLORED PAPER, A4 red			
10	300	piece	CORRECTION TAPE, individual plastic, 8mm to 10mm in size			
11	1	box	CUTTER KNIFE BLADE REFILL, 10pcs per box			
12	2	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500pcs per box			
13	2	box	ENVELOPE, DOCUMENTARY, for legal size document, 500pcs per box			
14	250	piece	ENVELOPE, long, plastic envelope			
15	164	piece	ENVELOPE, long, plastic envelope with handle			
16	80	box	FASTENER, Plastic, 70mm between prongs, 50sets per box			
17	50	box	FASTENER, Plastic, 70mm, 8.5" long, 50sets per box			
18	60	pack	FOLDER, Legal size, white color with Tab (100pcs/box)			
19	200	piece	FOLDER, Long, Green			
20	4	box	FOLDER, PRESSBOARD, size:240mm x 370mm (-5mm),100 pieces per box			
21	3	pack	FOLDER, FANCY, legal size documents, YELLOW, 50pieces per pack			
22	42	jar	GLUE, all purpose, gross weight:250 grams min.			
23	10	piece	MANILA PAPER			
24	247	piece	MARKER, PERMANENT, bullet type, Black, REFILLABLE			
25	21	piece	MARKER, WHITEBOARD, bullet type, Black			
26	200	pad	NOTEPAD, STICK-ON, 76mm x 76mm (3"x3") min			
27	705	ream	PAPER, MULTI-PURPOSE, 80gsm, size:210mmX297mm (A4)			
28	753	ream	PAPER, MULTI-PURPOSE, 80gsm, size:216mmX330mm (Legal)			
29	24	bottle	REFILLABLE INK for PERMANENT, Black			
30	4	bottle	REFILLABLE INK for WHITEBOARD, Black			
31	600	piece	SIGNPEN, BLACK, liquid/gel ink, 0.7mm needle tip			
page 1 of 2						
					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 PALAWAN
 PR No.: 2021-05-0415

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
 Procurement Form No. 04-A (Annex A)

 (Signature over printed name)
 Supplier

VAT
 Non-VAT



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

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"

RFQ No. **2021-05-0415**

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	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
PURCHASE OF OFFICE SUPPLIES IN PALAWAN						
32	90	piece	SIGNPEN, BLUE, liquid/gel ink, 0.7mm needle tip			
33	75	piece	STORAGE BOX, plastic, 70 liters (flexi)			
34	2	roll	STRETCH FILM (packaging), 500mm x 300meters/roll			
35	50	roll	TAPE, MASKING, width: 24mm (±1mm)			
36	66	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
37	2	cart	HP Laserjet, Toner Cartridge, BLACK CE505A			
JANITORIAL/OTHER SUPPLIES IN PALAWAN						
38	2	piece	BROOM, SOFT (Tambo), weight:200g min tiger grass			
39	9	pouch	DETERGENT POWDER, all purpose, one (1) kg			
40	9	piece	CLEANER, TOILET, liquid bleach, 900ml-1000ml cap			
41	1	piece	FOOT MAT, FOR DISINFECTION			
42	1	piece	TURBO MOP			
43	5	kilogram	RAGS, ALL COTTON, 32 pieces per kilogram min			
44	10	pack	TOILET TISSUE PAPER, 2ply, 12rolls per pack (100% recycled)			
45	36	pack	TRASHBAG, Black, 10pcs per roll/pack, LARGE			
*****NOTHING FOLLOWS*****						
APPROVED BUDGET FOR THE CONTRACT:						
Php568,361.00						
Place of Delivery: Provincial Operations Office, Unit 2, 2/F, G7 Bldg., Brgy. San Pedro, Puerto Princesa City, Palawan						
Date of Delivery: 15 Calendar days upon receipt of Approved Purchase Order (PO)						
page 2 of 2						
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 PALAWAN**
PR No.: **2021-05-0415**

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 G. NOLASCO
Procurement Officer

Tel: 336-8106 Local 101 & 1117/Email: ejcnolasco@dswd.gov.ph

(Signature over printed name)
Supplier

VAT
 Non-VAT