



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

REQUEST FOR QUOTATION

RFQ No. 2021-05-0417 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** may be 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: ejcnolasco@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

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: **15 Calendar days upon receipt of Approved Purchase Order (PO)**
- Place of Delivery: **Provincial Operations Office, Provincial Operations Office, M.H. Del Pilar St., Brgy. 7, San Jose, Occidental Mindoro**
- 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"

EMMA JOY C. NOLASCO

Procurement Officer

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

 Signature Over Printed Name
 (Supplier)



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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 OCCIDENTAL MINDORO						
1	774	piece	BALLPOINT PEN, fine point, BLACK , retractable, quick-drying, smudge resistant and waterproof			
2	77	piece	BALLPOINT PEN, fine point, BLUE , retractable, quick-drying, smudge resistant and waterproof			
3	13	piece	BALLPOINT PEN, fine point, RED , retractable, quick-drying, smudge resistant and waterproof			
4	11	cart	BROTHER INK, Black , LC3617 for Printer Brother MSCJ2730			
5	2	cart	BROTHER INK, Cyan , LC3617 for Printer Brother MSCJ2730			
6	2	cart	BROTHER INK, Magenta , LC3617 for Printer Brother MSCJ2730			
7	2	cart	BROTHER INK, Yellow , LC3617 for Printer Brother MSCJ2730			
8	1	box	CARBON FILM, A4 size, 100 sheets per box			
9	247	piece	CARTOLINA, Assorted Colors			
10	3	box	CLIP BACKFOLD, 32mm, 12 pieces per box			
11	38	box	CLIP BACKFOLD, 19mm, 12 pieces per box			
12	6	box	CLIP BACKFOLD, 25mm, 12 pieces per box			
13	29	box	CLIP BACKFOLD, 50mm, 12 pieces per box			
14	2	ream	COLORED PAPER, A4 size, 80gsm, assorted color, 500 sheets per ream			
15	384	piece	CORRECTION TAPE, individual plastic, 8mm to 10mm in size			
16	6	piece	DATA FILE BOX			
17	7	piece	DOCUMENT Tray Organizer, 3 layers			
18	13	pad	DAILY TIME RECORD, (100 sheet per pad, 8.5 x 11.7, 2copies per page)			
19	1	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box			
20	11	box	ENVELOPE, EXPANDING, Kraftboard, for legal size document, 100pieces per box			
21	82	bottle	EPSON 005 Ink for EPSON M1100 Printer (Toner Capacity: 2000 page yield)			
22	36	box	FASTENER, plastic (50pcs/box)			
23	6	piece	FILE PLASTIC FOLDER with CLIP, A4 size			
24	7	box	FOLDER, PRESSBOARD, size:240mm x 370mm (-5mm), 100 pieces per box			
25	30	box	FOLDER, with TAB, Legal, 1 pack (100 pieces per pack), WHITE			
26	15	jar	GLUE, all purpose, gross weight: 200 grams min.			
27	3	bottle	INK, for stamp pad, purple or violet			
28	2	ream	LAMINATING FILM, A4 Bondpaper, size:216mm x 303mm x 125 microns 250/pieces per box			
29	238	piece	MANILA PAPER			
30	6	bottle	MARKER PERMANENT, REFILL INK, Black, 20ml			
31	118	piece	MARKER , FLUORESCENT			
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 OCCIDENTAL MINDORO
 PR No.: 2021-05-0417

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



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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
PURCHASE OF OFFICE SUPPLIES IN OCCIDENTAL MINDORO						
32	20	piece	MARKER, PERMANENT refillable type, broad tip, black			
33	159	piece	MARKER, PERMANENT, bullet type, Black			
34	16	piece	MARKER, WHITEBOARD, Black			
35	242	pad	NOTEPAD, STICK ON, 3X3, 100 sheets per pad			
36	424	ream	PAPER, A4, 80gsm, size: 8.5 x 11.7"			
37	61	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min (50 pieces)			
38	415	ream	PAPER, Folio, 80gsm, size: 8.5 x 13"			
39	1	pack	PHOTOPAPER, A4, 250pieces			
40	5	piece	PUNCHER, Paper, heavy duty with two hole guide, 1 piece in individual box			
41	6	box	PUSH PIN, 50pieces per box			
42	4	piece	RECORD BOOK, 300pages, size: 214mm x 278mm min			
43	19	piece	RECORD BOOK, 500pages, size: 214mm x 278mm min			
44	1	box	RUBBER BRAND, 70mm min lay flat length (#18)			
45	43	piece	SCISSORS, symmetrical, blade length, 65mm min			
46	397	piece	SIGNPEN, GEL, 0.5mm, needle point, 9.9mm diameter grip, blue, capped snap on, quick drying, smear resistant, dye based ink, BLACK			
47	297	piece	SIGNPEN, GEL, 0.5mm, needle point, 9.9mm diameter grip, blue, capped snap on, quick drying, smear resistant, dye based ink, BLUE			
48	4	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
49	9	piece	STAPLE WIRE REMOVER, Stainless, plier type, high quality			
50	20	box	STAPLE WIRE, STANDARD, No.35 26/6			
51	40	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min., 1 piece in individual box			
52	1	pack	STICKER PAPER (100pcs/pack)			
53	64	piece	STORAGE BOX, Plastic, 67 liters (FLEXI), Clear			
54	3	roll	TAPE, Double sided, 2 inches			
55	52	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
56	99	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
57	13	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)			
58	11	cart	TONER CART., FOR SAMSUNG MLT-D103S, BLACK			
59	10	piece	VISITORS LOGBOOK, dimensions 28.6 x 17.5 x 1,100 pages, back to back printing			
60	10	piece	CHAIR, MONOBLOCK, brown/black rattan, plastic without armrest			
page 2 of 3						
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