



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

REQUEST FOR QUOTATION

RFQ No. 2021-05-0418 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: 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

5/18/2021

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: 15 Calendar days upon receipt of Approved Purchase Order (PO)
- Place of Delivery: Provincial Operations Office, L&A Building, JP Rizal St. Brgy. San Vicente, East Calapan City, Oriental 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 : _____
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 Contact Person : _____
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 PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
PURCHASE OF OFFICE SUPPLIES IN ORIENTAL MINDORO						
1	1112	piece	BALLPOINT PEN, fine point, 0.5, Black			
2	331	piece	BALLPOINT PEN, fine point, 0.5, Blue			
3	89	piece	BALLPOINT PEN, fine point, BLACK , retractable, quick-drying, smudge resistant and waterproof			
4	25	pack	BATTERY, dry cell, AA, 2 pieces per blister pack			
5	10	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
6	6	piece	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box			
7	12	pack	CARTOLINA, ASSORTED COLORS, 20 pieces per pack			
8	11	box	CLIP, BACKFOLD, 15mm, 12 pieces per box			
9	129	box	CLIP, BACKFOLD, 19mm, 12 pieces per box			
10	34	box	CLIP, BACKFOLD, 25mm, 12 pieces per box			
11	17	box	CLIP, BACKFOLD, 32mm, 12 pieces per box			
12	132	box	CLIP, BACKFOLD, 50mm, 12 pieces per box			
13	818	piece	COIN ENVELOPE No.3 (25 pieces per pack)			
14	26	pack	COLOR INDEX SELF ADHESIVE (20 sheets per pack)			
15	1	box	COLORED ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box			
16	20	piece	COLORED GEL PEN, .05, BLUE			
17	3	ream	COLORED PAPER, A4 size, 80gsm, 500 sheets per ream, GREEN			
18	3	ream	COLORED PAPER, A4 size, 80gsm, 500 sheets per ream, ORANGE			
19	3	ream	COLORED PAPER, A4 size, 80gsm, 500 sheets per ream, PINK			
20	1	ream	COLORED PAPER, A4 size, 80gsm, 500 sheets per ream, RED			
21	1	ream	COLORED PAPER, A4 size, 80gsm, 500 sheets per ream, YELLOW			
22	17	piece	CUTTER KNIFE			
23	10	pad	DAILY TIME RECORD			
24	75	piece	DATA FILE BOX, made of chipboard with closed ends			
25	6	piece	DATING AND STAMPING MACHINE			
26	4	piece	DOUBLE SIDED TAPE width 48mm			
27	196	piece	DVD REWRITABLE, speed: 4x min., 4.7gb capacity min.			
28	1	box	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box			
29	12	box	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box			
30	165	piece	ENVELOPE, expanding, plastic envelope			
31	19	box	ENVELOPE, EXPANDING, KRAFTBOARD, for Legal size doc., 100 pieces per box			
page 1 of 4						
				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 ORIENTAL MINDORO
 PR No.: 2021-05-0418

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
PURCH SE OF OFFICE SUPPLIES IN ORIENT L MINDORO						
32	6	box	ENVELOPE, mailing, Legal, 500pcs/box			
33	12	piece	ERASER, Plastic or Rubber			
34	3	piece	EXTENSION WIRE, heavy duty, 6 socket with switch 30M			
35	109	box	FASHENER, Plastic, 70mm between prongs, 50 sets per box			
36	62	box	FASHENER, STAINLESS, 50pieces/box			
37	9	set	FILE TAB DIVIDER, Legal, 5 colors per set			
38	2	box	FOLDER, BROWN, A4, 100pcs/pack			
39	12	box	FOLDER, BROWN, Legal, 100pcs/pack			
40	300	piece	FOLDER, Long with jacket			
41	53	box	FOLDER, Legal size, white color with TAB (100pcs/box)			
42	6	pack	FOLDER, L-TYPE, A4 size, 50pieces per pack			
43	6	pack	FOLDER, L-TYPE, Legal size, 50pieces per pack			
44	9	box	FOLDER, PRESSBOARD, size, 240mm x 370mm (-5mm), 100 pieces per box			
45	9	pack	GLOSSY Sticker Paper, Legal size, (10pcs per pack)			
46	10	piece	GLUE, Stick BIG			
47	17	piece	GLUE, all purpose, gross weight: 200 grams min			
48	2	box	LAMINATING FILM, A4 size, 100pcs per box			
49	10	pack	MANILA PAPER, 20pcs per pack			
50	65	piece	MARKER, FLUORESCENT MARKER, 3pcs per set			
51	228	piece	MARKER, PERMANENT, Bullet Type, Black, REFILLABLE BROAD			
52	13	piece	MARKER, Whiteboard, Black REFILLABLE			
53	11	piece	METAL BOOKENDS			
54	42	piece	NOTEBOOK, STENOGRAPHERS, spiral, 40 leaves			
55	27	piece	OTG USB Flash Drive 64gb			
56	15	box	PAPER CLIP, 50mm, 100pcs per box or 120 grams (min.) net of box			
57	86	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min			
58	10	box	PAPER FASHENER, Plastic, 8 1/2 long between prongs, 50 sets per box			
59	141	box	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4 (5reams/box)			
60	102	box	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, LEGAL (5reams/box)			
page 2 of 4						
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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
PURCHASE OF SUPPLIES FOR ORIENTAL MINDORO						
61	3	pack	PAPER, PARCHMENT, size: 210 x 297mm, MULTIPURPOSE			
62	8	piece	PENCIL SHARPENER, 1 piece in individual plastic case			
63	1	piece	PENCIL SHARPENER, 1 piece, TABLE TOP			
64	29	piece	PENCIL LEAD WITH ERASER, 12 dozen per box			
65	20	bottle	PERMANENT MARKER, Refill INK			
66	1	pack	PHOTOPAPER, GLOSSY, A4 (8.3" x 11.7), 100 sheets per pack			
67	70	piece	PLASTIC ENVELOPE with Holder			
68	9	piece	PLASTIC ENVELOPE A4 with Facility Name			
69	50	piece	PLASTIC ENVELOPE, LONG			
70	2	box	PLASTIC, Push Pin			
71	22	pad	POST-IT, Sign here, flags labelers (100 flags)			
72	8	piece	PUNCHER, paper, heavy duty with two hole guide, 1 piece in individual box			
73	79	piece	RECORD BOOK, 300pages, size: 214mm x 278mm min.			
74	2	piece	RECORD BOOK, 500pages, size: 214mm x 278mm min.			
75	3	pack	REFILL, CUTTER BLADE, 10pcs per pack			
76	24	piece	ROLL ON GLUE			
77	3	box	RUBBER BRAND, 70mm min lay flat length (#18)			
78	37	piece	RULER, Plastic, 450mm (18"), width: 38mm min			
79	43	piece	SCISSORS, symmetrical, Blade length: 65mm, 1 piece in individual plastic			
80	637	piece	SIGNPEN, BLACK, liquid/gel ink, 0.5mm needle tip			
81	158	piece	SIGNPEN, BLUE, liquid/gel ink, 0.5mm needle tip			
82	36	piece	SIGNPEN, RED, liquid/gel ink, 0.5mm needle tip			
83	4	bottle	STAMP PAD INK, purple or violet, 50ml (min)			
84	17	piece	STAMP PAD, FELT, bed dimension: 60mm x 100 mm min			
85	70	box	STAPLE WIRE, Standard #35			
86	57	piece	STAPLER with Staple wire Removal Standard Type, load cap: 200 staples min. 1 piece in individual box			
87	70	piece	STORAGE BOX, plastic, 67 liters (flexi)			
88	13	piece	TABLE TOP RACK, 3 layer			
89	4	piece	TAPE DISPENSER, Table Top			
90	44	roll	TAPE, MASKING, width: 24mm (±1mm)			
91	27	roll	TAPE, MASKING, width: 48mm (±1mm)			
92	108	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
93	39	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
94	46	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)			
95	11	box	THUMB TACKS			
96	3	book	VISITORS LOGBOOK, Dimensions: 28.6 x 17.5 x 1, 300pages			
97	3	piece	WHITE PASTE WITH SPREADER, 200grams			
98	22	piece	WOODEN FRAME, Certificate Holder (8x11)			
99	11	piece	WRITING PAD HOLDER			
page 3 of 4				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
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