



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

**REQUEST FOR QUOTATION**

RFQ No. 2021-05-0420 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

**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, Capitol Compound, Brgy. Santol, Boac, Marinduque
- 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](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)



**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](http://www.philgeps.gov.ph) to register"

RFQ No. 2021-05-0420

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 IN MARINDUQUE</b>						
1	322	piece	BALLPOINT PEN, fine point, 0.5 Black			
2	5	piece	CALCULATOR, COMPACT			
3	7	pack	CARTOLINA, Assorted Colors, 78gsm min., 20pcs/pack			
4	30	box	CLIP, BACKFOLD, 19mm, 12 pieces per box			
5	30	box	CLIP, BACKFOLD, 25mm, 12 pieces per box			
6	30	box	CLIP, BACKFOLD, 32mm, 12 pieces per box			
7	30	box	CLIP, BACKFOLD, 50mm, 12 pieces per box			
8	5	ream	COLORED PAPER, A4 size, 80gsm, assorted, 500 sheets per ream			
9	6	ream	PHOTOPAPER, A4, 20pcs/pack			
10	1	pack	LAMINATING FILM, A4 size, 100pcs/pack			
11	6	pack	PARCHMENT PAPER, 10pcs per pack			
12	251	piece	CORRECTION TAPE, 1 piece in individual plastic			
13	8	piece	CUTTER KNIFE, heavy duty			
14	50	piece	DATA FILE BOX, made of chipboard with closed ends			
15	3	piece	DATING STAMP			
16	32	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box			
17	51	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc., 100 pieces per box			
18	51	piece	EPSON 005 ink for Epson M1100 Printer			
19	19	box	FASHENER, Plastic			
20	11	box	FASHENER, Metal			
21	18	bundle	FOLDER, pressboard, legal, 50pieces per bundle			
22	4	box	FOLDER with TAB, legal, 100pcs/pack, WHITE			
23	43	piece	GLUE, all purpose, gross weight: 200 grams min			
24	29	set	MARKER, FLUORESCENT, 3 colors per set			
25	36	piece	MARKER, PERMANENT, bullet type, BLUE			
26	62	piece	MARKER, PERMANENT, bullet type, BLACK			
27	9	piece	MARKER, WHITEBOARD, Black			
28	6	piece	MARKER, WHITEBOARD, Blue			
29	4	piece	NOTEBOOK, STENO, Spiral, 40 leaves			
30	100	pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad			
31	67	box	PAPER CLIP, Vinyl/plastic coat, length: 33mm min			
32	67	box	PAPER CLIP, Vinyl/plastic coat, length: 50mm min			
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 MARINDUQUE  
PR No.: 2021-05-0420

**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](mailto: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](http://www.philgeps.gov.ph) to register"

RFQ No. 2021-05-0420

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 IN MARINDUQUE</b>						
33	156	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4			
34	138	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, Legal			
35	7	piece	PUNCHER, paper, heavy duty with two hole guide, 1 piece in individual box			
36	12	piece	RECORD BOOK, 300pages, size: 214mm x 278mm min.			
37	23	piece	RECORD BOOK, 500pages, size: 214mm x 278mm min.			
38	2	piece	RULER, Plastic 450mm (18"), width:38mm min.			
39	2	box	RUBBER BRAND, 70mm min lay flat length (#18)			
40	15	piece	SCISSORS, symmetrical, blade length: 65mm min			
41	301	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
42	190	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
43	1	piece	EPSON 005, Ink for EPSON M1100 Printer			
44	11	jar	FOLDER, FANCY, A4, 50 pieces per bundle			
45	19	piece	GLUE, all purpose, gross weight:200 grams min			
46	13	box	STAPLER, STANDARD TYPE, load cap: 200 staples min., 1 piece in individual box, heavy duty			
47	3	piece	STAPLE WIRE REMOVER, heavy duty			
48	4	piece	TAPE, DOUBLE ADHESIVE, 1 inch			
49	18	piece	MARKER, PERMANENT, bullet type, BLUE			
50	31	piece	TAPE, Transparent, width: 24mm (±1mm)			
51	5	piece	TAPE, Transparent, width: 48mm (±1mm)			
52	18	piece	2 LAYER METAL TRAY, Stackable Paper Tray Metal Mesh, Desktop File Organizer			
53	41	piece	FLEXI BOX, 65liters			
54	8	piece	USB FLASH DRIVE, 64gb			
<b>PURCHASE OF OTHER SUPPLIES IN MARINDUQUE</b>						
55	12	pack	TOILET TISSUE PAPER, 2-ply sheets, 150 pulls, 12 rolls in a pack			
56	16	piece	BROOM, Soft (Tambo), weight:200g min. tiger grass			
57	3	piece	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap			
58	3	pouch	DETERGENT POWDER, all purpose, 1 kg per plastic pouch			
59	9	piece	DISINFECTANT, Bleaching Solution			
60	2	piece	FLOOR MOP			
61	3	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
62	1	bundle	RAGS, all cotton, 32pcs per kilo			
63	8	piece	EXTENSION WIRE, heavy duty, 6 socket with switch			
*****NOTHING FOLLOWS*****						
<b>APPROVED BUDGET FOR THE CONTRACT:</b>						
<b>Php364,059.00</b>						
Place of Delivery: Provincial Operations Office, Capitol Compound, Brgy. Santol, Boac, Marinduque						
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 MARINDUQUE  
PR No.: 2021-05-0420

**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](mailto:ejcnolasco@dswd.gov.ph)

\_\_\_\_\_  
(Signature over printed name)  
Supplier

VAT  
 Non-VAT