



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

REQUEST FOR QUOTATION

RFQ No. 2021-05-0446 NP-SHOPPING

Date: MAY 31, 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, Mayor's 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) 5336-8106 to 07 loc. 24051-52 or email to: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph)** not later than **5:00 PM on JUNE 07, 2021**.

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 DAYS UPON RECEIPT OF APPROVED PO**
- Place of Delivery: **DSWD SWADT OFFICE-ORIENTAL MINDORO (Capitol Complex, Camilmil, Calapan City)**
- 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"**

**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52

Signature Over Printed Name  
(Supplier)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Field Office MIMAROPA Region  
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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 2021-05-0446  
Date: \_\_\_\_\_

MOP: NP-SHOPPING

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Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
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Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications	Unit Cost	Total Cost
<b>OFFICE SUPPLIES</b>						
1	150	ream	PAPER, MULTI-COPY, 80 gsm, SIZE: 210mm X 297mm (A4 Size)			
2	75	ream	PAPER, MULTI-COPY, 80 gsm, SIZE: 216mm X 330mm (LEGAL Size)			
3	24	piece	CORRECTION TAPE, 6 meters (min.), Individual Pack			
4	16	book	RECORD BOOK, 500 Pages, 214mm x 278mm min.			
5	3	box	FASTENER, Metal, 70mm between prongs, 50 sets/box			
6	5	roll	TWINE, Plastic, 1KI/Roll			
7	60	piece	SIGN PEN, BLACK, Liquid/Gel Ink, 0.5mm			
8	24	piece	SIGN PEN, BLUE, Liquid/Gel Ink, 0.5mm			
9	2	box	CLIP, BACKFOLD, 32mm, 12pcs/box			
10	2	box	CLIP, BACKFOLD, 50mm, 12pcs/box			
11	12	piece	MARKER, PERMANENT, Bullet Type, BLACK			
12	12	piece	MARKER, PERMANENT, Bullet Type, BLUE			
13	10	pad	NOTEPAD, STICK-ON, 3x3, 100 Sheets/Pad			
14	10	pad	NOTEPAD, STICK-ON, 3x4, 100 Sheets/Pad			
15	2	box	RUBBER BAND, 70mm, Lay Flat Length (#1*)			
16	2	piece	STAPLER, Standard, With Staple Remover, Heavy Duty			
17	10	box	STAPLE WIRE REMOVER, PLIER Type			
18	2	piece	SCISSOR, 8"			
19	12	roll	TAPE, TRANSPARENT, Width: 48mm (±1mm)			
20	10	roll	TAPE, PACKAGING, Width: 48mm (±1mm)			
21	50	piece	GEL PEN, 0.5mm			
22	20	box	FLEXI BOX, FB-300, 67 Liters			
23	10	box	DATA FILE BOX, Made of Chipboard, with Closed-Ends			
*****nothing follows*****						
Delivery Place:						
DSWD SWADT OFFICE-ORIENTAL MINDORO						
Capitol Complex, Camilmil, Calapan City						
Approved Budget for the Contract: Php 91,805.00				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 FOR THE USE OF PSP-AICS SWADT-ORIENTAL MINDORO (1st and 2nd Quarter)

PR No.: 2021-05-0446

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.

**LORETTA G. LICOP**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

VAT  
 Non-VAT

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