



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

REQUEST FOR QUOTATION

RFQ No. 2021-05-0449 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** 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) 5336-8106 to 07 loc. 24051-52 or email to: 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

6/1/21

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 FIELD OFFICE MIMAROPA REGION (1680 F.T. Benitez St., cor. Malvar St., Malate, Manila)
- 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"

LORETTA G. LICOP
 Procurement Officer

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

 Signature Over Printed Name
 (Supplier)



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Date: _____

MOP: **NP-SHIPPING**

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 Email Address : _____
 Company TIN : _____
 PhilGEPs Reg. No. : _____

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications	Unit Cost	Total Cost
OFFICE SUPPLIES						
1	30	pack	BATTERY, Size AA, 2pcs/pack			
2	30	pack	BATTERY, Size AAA, 2pcs/pack			
3	10	box	CLIP, Backfold, 32mm (1 1/4")			
4	10	box	CLIP, Backfold, 50mm (2")			
5	500	piece	CORRECTION TAPE, Film Base Type, UL 6M Min.			
6	50	piece	DATA FILE BOX, Made of Chipboard,with Closed End			
7	15	can	DISINFECTANT SPRAY, Aerosol Type,400-550 grams			
8	10	bundle	LOSSELEAF COVER, Made of Chipboard, Legal, 50pcs/bundle			
9	20	piece	MARKER, Whiteboard, Black			
10	100	piece	MARKER, Permanent, Black			
11	6	piece	MOUSE,Optical,USB Connection Type			
12	100	pad	NOTE PAD, Stick-On, 76mm x 76mm ,3" x 3" min, 100sheets/pad			
13	50	pad	NOTE PAD, Stick-On, 76mm x 100mm ,3" x 4" min, 100sheets/pad			
14	100	ream	PAPER, Multi Purpose Paper, 70 gsm, A4 Size			
15	100	ream	PAPER, Multi Purpose Paper, 70 gsm, Legal Size			
16	200	piece	SIGN PEN, Gel Ink, 0.5mm, Black			
17	50	box	STAPLE WIRE, Standard #35 (26/6)			
18	40	piece	STAPLER, Standard Type, Load Cap : 200 Staples min,HD			
19	15	piece	STAPLE WIRE REMOVER, Plier Type			
20	20	pack	STICKER PAPER,Veco Type, High Gloss, InkJet Friendly, A4 Size, 10 sheets/pack			
21	100	pack	TOILET TISSUE PAPER, 2-Ply, 100% recycled 12rolls/pack			
22	160	roll	TAPE, Transparent, width: 24mm			
23	50	cartridge	INK CARTRIDGE, HP 680, Black			
24	50	cartridge	INK CARTRIDGE, HP 680, Tricolor			
			*****nothing follows*****			
			Delivery Place: DSWD Field Office MIMAROPA Region 1680 F.T. Bentez St., cor. Malvar St., Malate, Manila			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			Approved Budget for the Contract: Php 138,305.50			
				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: PURCHASE OF OFFICE SUPPLIES FOR THE USE OF ALL DIVISION IN DSWD FO MIMAROPA FOR THE 2ND QUARTER 2021
 PR No.: 2021-05-0449

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.

[Signature]
LORETTA G. LICOP
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

VAT
 Non-VAT

 (Signature over printed name)
 Supplier