



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
FIELD OFFICE - MIMAROPA
1680 F.T. Benitez Corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-09-0086
Date: September 28, 2021

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

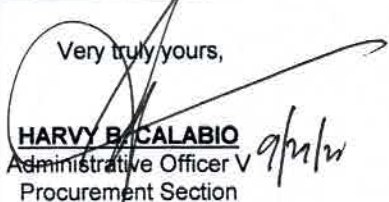
Sir/Madam:

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) 5336-8107 local 24052 or email to: kc4bprocurement2@gmail.com** not later than **5:00PM on October 04, 2021 (Monday)**.

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section
Telefax: 5336-8107 local 24052

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 Five (5) days upon received of approved P.O
- Place of Delivery: DSWD KALAH I Office 1680 F.T. Benitez Corner Malvar Sts., 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 sepcified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost o 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 (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"


JAYSON B. LAGARDE
Procurement Officer
Tel. No: 5336-8107 local 24052

Signature Over Printed Name
(Supplier)



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. 2021-09-0086 from DSWD MIMAROPA Region intended for

Office Supplies for RPMO use. Various supplies

Certified by:

(Signature Over Printed Name of Supplier)
Contact: _____
Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Carvasser)
Position: _____
Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.



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 System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

RFQ No.: 2021-09-0086
 Date: _____

MOP: SHOPPING FOR GOODS

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

Item No.	Qty.	Unit		Bidder's Specifications	Unit Cost	Total Cost
1	6	box	BALL POINT PEN, Black, 0.5mm, 50s/box			
2	44	box	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
3	44	box	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
4	4	bundles	LOOSELEAF COVER, 50 sets per bundle			
5	6	units	CALCULATOR, Compact, Electronic, LCD Display, 12 Digits, Two-Way			
6	264	pieces	CORRECTION TAPE, Disposable, Gear Type, Single Line Tape, 8			
7	6	box	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet			
8	88	pieces	MARKER PEN, Permanent, Black			
9	12	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
10	44	piece	SCISSORS, symmetrical, blade length: 65mm, 1 piece			
11	44	box	INDEX TAB(FLAGLETS), self-adhesive, 5 set/box, assorted colors			
12	44	pieces	STAPLE REMOVER, plier type			
13	44	box	Paper clips, vinyl regular size 50mm			
14	88	pcs	Plastic envelop with handle, expanding, legal size, push lock, transparent			
15	10	pcs	Self inking stamp, name with title			
16	2	box	Laminating Film, (Size A4 216X303, Thickness 125Mic, Glossy Durable			
17	88	box	Sign Here sticky notes, one pack has 5 colors approx 100pcs per pack,			
18	310	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)			
19	75	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
			Approved Budget Cost: Php 125,330.96			
			*** Nothing Follows ***			
			*** Page 1 of 1 ***			
Place of Delivery: DSWD KALAH I Office 1680 F.T. Benitez Corner Malvar Sts., Malate, Manila				"Failure to indicate information could be basis for non-compliance."		
Date of Delivery: Five (5) days upon received of approved P.O						

PURPOSE: Office Supplies for RPMO use. Various supplies

PR No.: 2021-09-0086

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.

JAYSON B. LAGARDE
 Procurement Officer
 Telefax: 5336-8107 local 24052

(Signature over printed name)
 Supplier

VAT
 Non-VAT