



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

REQUEST FOR QUOTATION

RFQ No. 2021-08-0770 SHOPPING B
 Date: September 1, 2021

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

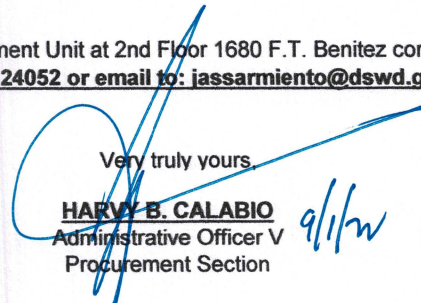
Sir/Madam:

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. 24052 or email to: jassarmiento@dswd.gov.ph** not later than **5:00 PM on September 08, 2021 (Wednesday)**.

Very truly yours,

HARVEY 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 **at least 15 days after approval of Purchase Order**
- Place of Delivery: **SWADT Romblon: Brgy. Liwayway, Odiongan, Romblon**
- 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"**


JOSHUA ABBRIE S. SARMIENTO
 Procurement Officer
 Telefax: 5336-8106 to 07 loc. 24052

 Signature Over Printed Name
 (Supplier)



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 2021-08-0770

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	Bidder's Specifications	Unit Cost	Total Cost
1	75	roll	Bond Paper, Premium Grade A4 (8.27 x 11.69)		
2	41	piece	Stick Note Pad 3 x 3		
3	6	dozen	Sign Pen 0.5mm		
4	5	dozen	Ballpen, Black		
5	36	dozen	Binder Clip, size: 2"		
6	36	dozen	Binder Clip, size: 1"		
7	2	dozen	Sign Pen 1.0mm		
8	36	piece	Correction Tape, 6 meters(min), a piece in individual plastic		
9	20	box	Paper clip, gem type, 48mm, 100 pcs/box		
10	40	box	Paper Fastener, Plastic, 50 sets/box		
11	10	piece	Data File Box, made with chipboard, with close ends		
12	9	piece	Flexi Box, (68cm x 48cm x 40cm), 87 liters		
13	5	piece	2 Ring Arch File, Vertical, Hard Cover, Black, Folio size		
14	20	piece	Eraser, rubber (small)		
15	10	dozen	Pencil, lead, with eraser		
16	20	piece	Plastic Envelope (Long), with handle		
17	7	bottle	Epson 003, BK Ink		
18	7	bottle	Epson 003, Y Ink		
19	7	bottle	Epson 003, M Ink		
20	7	bottle	Epson 003, C Ink		
21	2	bottle	Epson 664, BK Ink		
22	2	bottle	Epson 664, Y Ink		
23	2	bottle	Epson 664, M Ink		
24	2	bottle	Epson 664, C Ink		
25	2	bottle	Canon Pixma 790, BK Ink		
26	2	bottle	Canon Pixma 790, Y Ink		
27	2	bottle	Canon Pixma 790, M Ink		
28	2	bottle	Canon Pixma 790, C Ink		
*****Nothing follows*****					
Title: Office Supplies of SLP Romblon for July -December 2021					
Delivery Place: SWADT Romblon: Brgy. Liwayway, Odiongan, Romblon					
Delivery Date: September 30, 2021					
Approved Budget Cost: 53,880.00				"Failure to indicate information could be basis for non-compliance."	

PURPOSE: Office Supplies of SLP Staff of Romblon for 2nd Semester - FY 2021

PR No.: 2021-08-0770

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.

JOSHUA ABBRIAS S. SARMIENTO
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT