



REQUEST FOR QUOTATION

RFQ No. 2021-09-0029  
 Date: September 22, 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 September 27, 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 KALAHI Office Municipal Hall, Brgy. Lipot North, Cagayancillo, Palawan
- 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; 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](http://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. 2021-09-0029** from DSWD MIMAROPA Region intended for

**Office supplies for ACT of Cagayancillo, Palawan for KC Implementaion for the year 2021.**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Convasser)

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.



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.: 2021-09-0024  
 Date: \_\_\_\_\_

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

MOP: SHOPPING FOR GOODS

Item No.	Qty.	Unit		Bidder's Specifications	Unit Cost	Total Cost
1	4	boxes	BALL POINT PEN, I-Gel GI-165 0.5Mm Ballpen , 12 Pcs 3Colors Available (Red Black Blue)			
2	1	units	CALCULATOR, Compact, Electronic, LCD Display, 12 Digits, Two-Way Power Source (Solar and Cell)			
3	32	pieces	CORRECTION TAPE, Disposable, Gear Type, Single Line Tape, 8 meters (min), 5mm width.			
4	1	packs	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet or elastic strap, 10s/ pack			
5	1	boxes	FOLDER, with TAB, LEGAL, Tagboard, Leaf Dimension:240mm x 365mm, Tab: 13mm, 50/pack			
6	1	jars	GLUE, Multi-Purpose, 240 grams			
7	1	boxes	MARKER PEN, Permanent, 12/box, Black			
8	16	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
9	15	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)			
10	1	pieces	PUNCHER, Paper, Heavy duty, With two hole guide, 1, Diameter of hole: 7mm (approx), Distance between 2 holes: 70mm (0.5mm) center-to-center, Punching depth: 12mm, With lever lock			
11	1	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
12	4	piece	RULER, PLASTIC, 450MM, 1 piece in individual plastic			
13	1	piece	SCISSORS, symmetrical, blade length: 65mm, 1 piece			
14	1	pieces	STAPLER, STANDARD TYPE, load cap: 200 staples min, with remover			
15	1	box	STAPLE WIRE, STANDARD, 5000 wires per box #35			
16	4	rolls	TAPE, MASKING, width: 24mm (±1mm)			
17	4	rolls	TAPE, PACKAGING, width: 48mm (±1mm)			
18	4	rolls	TAPE, TRANSPARENT, width: 24mm (±1mm)			
19	4	box	Paper clips, vinyl regular size 50mm			
20	1	box	Paper Fastener, assorted color 70mm, 50/box			
			Approved Budget Cost. Php 11,690.63			
			***Nothig Follows***			
			***Page 1 of 1***			
			Place of Delivery: DSWD KALAHI Office Municipal Hall, Brgy. Lipot North, Cagayancillo, Palawan	"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 ACT of Cagayancillo, Palawan for KC Implementaion for the year 2021.

PR No.: 2021-09-0028

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