



REQUEST FOR QUOTATION

RFQ No. 2021-09-0030
 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:

1. Award shall be made on per. item basis total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered Five (5) days upon received of approved P.O
4. Place of Delivery: DSWD KALAHI Office Social Service Building, Municipal compound, Brgy. Balata, Cullion, Palawan
5. 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**
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: _____
10. 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. 2021-09-0030 from DSWD MIMAROPA Region intended for

Office supplies for ACT of Culion, 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 Canvasser)

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.: 2021-09-0030
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 | 5 | 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 | 40 | 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 | 20 | 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 | 5 | 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 | 5 | rolls | TAPE, MASKING, width: 24mm (±1mm) | | |
| 17 | 5 | rolls | TAPE, PACKAGING, width: 48mm (±1mm) | | |
| 18 | 5 | rolls | TAPE, TRANSPARENT, width: 24mm (±1mm) | | |
| 19 | 5 | box | Paper clips, vinyl regular size 50mm | | |
| 20 | 1 | box | Paper Fastener, assorted color 70mm, 50/box | | |
| | | | Approved Budget Cost: Php 13,244.89 | | |
| | | | ***Nothig Follows*** | | |
| | | | ***Page 1 of 1*** | | |
| | | | Place of Delivery: DSWD KALAHI Office Social Service Building, Municipal compound, Brgy. Balaia, Culion, 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 Culion, Palawan for KC Implementaion for the year 2021.

PR No.: 2021-09-0030

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