



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

REQUEST FOR QUOTATION

RFQ No. 2021-10-0923 SHOPPING

Date: October 14, 2021

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

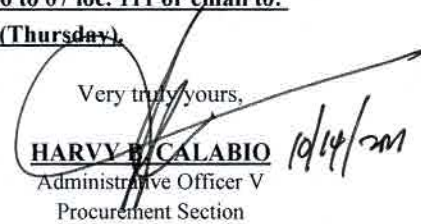
Sir/Madam:

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, 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) 336-8106 to 07 loc. 111 or email to: ejcnolasco@dswd.gov.ph** not later than **5:00 PM on October 21, 2021 (Thursday)**.

Very truly yours,

HARVY B. CALABIO
 Administrative Officer V
 Procurement Section

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 on: 15 Calendar days upon receipt of Approved Purchase Order (PO)
4. Place of Delivery: Pantawid Provincial Operations Office, L&A Building, JP Rizal St., Brgy. San Vicente East Calapan City, Oriental Mindoro
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 System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"


EMMA JOY C. NOLASCO
 Procurement Officer
 Telefax: 336-8106 to 07 loc. 101 & 111

 Signature Over Printed Name
 (Supplier)



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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 No. 2021-10-0923

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 | Purchaser's Specifications | Bidder's Specifications | Unit Cost | Total Cost |
|---|------|------|---|---|-----------|------------|
| PURCHASE AND DELIVERY OF OFFICE SUPPLIES IN ORIENTAL MINDORO | | | | | | |
| 1 | 305 | ream | PAPER, MULTI-COPY, A4, 80gsm | | | |
| | | | *****NOTHING FOLLOWS***** | | | |
| | | | APPROVED BUDGET FOR THE CONTRACT: Php67,100.00 | | | |
| | | | Place of Delivery: Pantawid Provincial Operations Office, L&A Building, F. Rizal St., Brgy. San Vicente East Calapan City, Oriental Mindoro | | | |
| | | | Date of Delivery: 15 Calendar days upon receipt of Approved Purchase Order (PO) | | | |
| | | | | Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification | | |
| | | | | "Failure to indicate information could be basis for non-compliance." | | |

PURPOSE: PURCHASE AND DELIVERY OF OFFICE SUPPLIES IN ORIENTAL MINDORO

PR No.: 2021-10-0923

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.

EMMA JOY C. NOLASCO
 Procurement Officer

Tel. 336-8106 Local 101 & 111/Email: ejcnolasco@dswd.gov.ph
 Procurement Form No. 04-A (Annex A)

 (Signature over printed name)
 Supplier

VAT
 Non-VAT