



REQUEST FOR QUOTATION

RFQ No. **2021-10-0948 SHOPPING**
 Date: **OCTOBER 20, 2021**

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 Email Address _____
 Company TIN _____
 PhilGEPs Reg. No. _____

Sir/Madam:

Please quote your government price/ 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** may be submitted in lieu of the Mayor's /Business Permit and PHILGEPs Registration

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. 24051-52 or email to: lglicop@dswd.gov.ph not later than **5:00 PM on OCTOBER 27, 2021.**

Very truly yours,

HARVY B. GALABIO
 Administrative Officer V
 Procurement Section
 10/20/21

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 DAYS UPON RECEIPT OF APPROVED PO

4. Place of Delivery: DSWD SWADT OFFICE-ORIENTAL MINDORO (Capitol Complex, Camiliti, Calapan City)

5. Terms of Payment: within 15-30 days upon final inspection and acceptance

Payment through LDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)

Account Name: _____

Account Number: _____

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"

LORETTA G. LICOP
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24051-52

(Supplier)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT



Field Office MIMAROPA Region
 1680 F.T. Benitez corner Malvar Sta., Malate, Manila

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 MOP: SHOPPING

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Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications	Unit Cost	Total Cost
1	100	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm, A4 Size			
2	50	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm, Legal Size			
3	100	piece	CORRECTION TAPE, 6 meters (min.), Individual Pack			
4	100	box	STAPLE WIRE, Standard			
5	100	box	FASTENER, Metal, 70mm, between Prongs, 50 set/box			
6	100	piece	SIGN PEN, Black, Liquid/Gel Ink, 0.5mm Needle Tip			
7	50	piece	SIGN PEN, Blue, Liquid/Gel Ink, 0.5mm Needle Tip			
8	12	book	RECORD BOOK, 500 Pages, 214mm x 278mm min			
9	200	piece	BALLPEN, 0.5mm, Black			
10	100	piece	FOLDER, White, Long			
11	100	piece	EXPANDED ENVELOPE, Legal Size, Brown, 2"			
12	50	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
13	50	roll	SCOTCH TAPE, 2"			
14	30	box	DATA FILE BOX, Made of Chipboard			
			*****NOTHING FOLLOWS*****			
			Delivery Place: DSWD SWADT OFFICE-ORIENTAL MINDORO (Capitol Complex, Camilimil, Calapan City)			
			Delivery Date: 15 days upon receipt of Approved 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."		
			APPROVED BUDGET FOR THE CONTRACT: PHP 96,590.00			

PURPOSE: PURCHASE OF OFFICE SUPPLIES FOR THE USE OF PSP-AICS SWADT-ORIENTAL MINDORO FOR 4TH QUARTER

PR No.: 2021-10-0948

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD CO 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.

LORETTA S. LOOP
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)
 Supplier

VAT
 Non-VAT