



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2021-11-1071 Shopping B

Date: November 16, 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.

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.

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: ccvictorio@dswd.gov.ph not later than 5:00PM on November 23, 2021 (Tuesday).

Very truly yours,

HARVEY B. CALABIO Administrative Officer V Procurement Section

Tel. No: 5336-8106 loc 24051-52

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [X] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered 15 days after upon of Approved PO
4. Place of Delivery: #54 H. Mendoza St., Brgy. Model, Puerto Princesa City, Palawan
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
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.
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).

CATHERINE CATHY R. VICTORIO Procurement Officer Tel. No: 5336-8106 loc 24051-52

Signature Over Printed Name (Supplier)



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

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. 2021-11-1071 Shopping B
 Date: _____ (should be filled up by suppliers)
 MOP: Shopping B

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
Additional Office Supplies for CIS PSP-AICS SWAD Palawan						
1	150	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm (A4)			
2	75	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm (Legal)			
3	5	box	BINDER CLIP, 32mm			
4	5	box	BINDER CLIP, 19mm			
5	5	box	STAPLE WIRE, Standard			
6	5	box	PAPER CLIP			
7	10	box	FASHENER, Metal, 70mm between prongs, 50 sets per box			
8	200	piece	GEL PEN, 0.5mm, Black			
9	20	roll	TAPE, Transparenr, 48mm, 50 meters length			
10	120	piece	CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic			
*****NOTHING FOLLOWS*****						
			Place of Delivery: #54 H. Mendoza St., Model, Puerto Princesa City, Palawan			
			Date of Delivery: 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 Cost: Php 70,150.00						

PURPOSE: Additional Office Supplies for CIS PSP-AICS SWAD Palawan
PR No.: 2021-11-1071 Shopping B

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.

CATHERINE CATHY R. VICTORIO
 Procurement Officer

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: procurementdswd

(Signature over printed name)
 Supplier

VAT
 Non-VAT