



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

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

REQUEST FOR QUOTATION

RFQ No. 2021-11-1073 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. 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: 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 receipt of Approved PO
4. Place of Delivery: SWADT-PROVINCE OF 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 sepcified 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"

CATHERINE CATHY R. VICTORIO

Procurement Officer

Tel. No: 5336-8106 loc 24051-52

Signature Over Printed Name (Supplier)



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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
SUPPLIES FOR AICS STAFF IN PROVINCE OF PALAWAN						
1	200	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm			
2	100	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm			
3	50	roll	TAPE, Packaging, width: 48mm			
4	20	bottle	Ink Bottle Brother BT-6000 BLACK			
5	10	bottle	Ink Bottle Brother BT-6000 CYAN			
6	10	bottle	Ink Bottle Brother BT-6000 MAGENTA			
7	10	bottle	Ink Bottle Brother BT-6000 YELLOW			
8	48	piece	Marker Permanent Black (Fine)			
9	500	box	Staple Wire No.35			
10	50	box	Rubber Band Size Stationary No.18			
11	100	box	Binder Clamp, 41 mm			
12	100	box	Binder Clamp, 32 mm			
13	100	box	Binder Clamp, 25 mm			
14	200	piece	Expanded Long Envelope			
15	25	box	Metal File Fastener 6"			
16	25	box	Metal File Fastener 4"			
17	30	roll	Plastic Twine			
18	200	piece	Long Folder			
19	10	piece	Record Book, No.85, 500pages			
20	25	box	Sign Pen, Black, liquid/gel ink, 0.5mm needke tip			
21	100	box	Ballpen, Ball Type, Black			
22	25	piece	Correction Tape, film based type, UL 6m min.			
23	50	piece	Flexi Boxes, 70 liters			
24	10	piece	Scissors (heavy duty)			
25	10	piece	Stapler (heavy duty)			
26	10	piece	Puncher			
27	5	box	Pencil No.2			
28	50	piece	Highlighter			
29	10	piece	Calculator			
30	5	bottle	Glue (240ml)			
31	10	piece	Dater			
32	10	piece	Staple Remover			
			*****NOTHING FOLLOWS*****			
			Place of Delivery: SWADT Province of Palawan	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			Date of Delivery: 15 days after receipt of Approved PO			
				"Failure to indicate information could be basis for non-compliance."		
			Approved Budget Cost: Php 298,740.00			

PURPOSE: SUPPLIES FOR AICS STAFF IN PROVINCE OF PALAWAN

PR No.: 2021-11-1073 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