



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

REQUEST FOR QUOTATION

RFQ No.: 2021-11-1068-SHOPPING 6  
Date: November 17, 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, Mayor's 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) 5336-8106 to 07 loc. 24052 or email to: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph** not later than **5:00 PM on November 24, 2021 (Wednesday)**.

Very truly yours,  
  
**HARVY B. CALABIO**  
Administrative Officer V  
Procurement Section

**Terms and Conditions:**

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: Seven (7) days upon receipt of approved Final Proof
- Place of Delivery: SWADT Marinduque Office (Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque)
- 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**
- 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.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- 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](http://www.philgeps.gov.ph) to register"

**DAVE T. CORCORO**

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Email: [proc.davecorcoro.dswd4b@gmail.com](mailto:proc.davecorcoro.dswd4b@gmail.com) / [dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph)

\_\_\_\_\_  
Signature Over Printed Name  
( Supplier)



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Date: (should be filled up by suppliers)

MOP: NP- SVP

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

Table with 6 columns: Item No., Qty., Unit, Bidder's Specifications, Unit Cost, Total Cost. It lists 23 items including paper, pens, correction tape, boxes, clips, carbon paper, stapler, wire removers, staples, stamp pad, scissors, pencils, tape, dispenser, sharpener, sticky notes, record book, envelopes, ruler, and flaglets. Includes delivery and area information at the bottom.

PAGE 1 OF 1

Total Approved Budget for the Contract: Php114,377.00

"Failure to indicate information could be basis for non-compliance."

PURPOSE: Purchase of Office Supplies for the use of AICS-SWADT Marinduque Payout from November-December 2021.

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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.

Signature of Dave T. Corcoro

DAVE T. CORCORO

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)

Supplier

Input box for VAT

VAT

Input box for Non-VAT

Non-VAT