



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

REQUEST FOR QUOTATION

RFQ No. 2022-02-0031 Shopping B-
 Date: February 16, 2022

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

Sir/Madam:

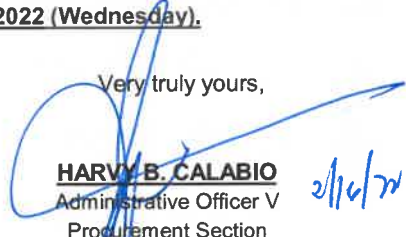
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures 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: ccrvictorio@dswd.gov.ph** not later than **5:00PM on February 23, 2022 (Wednesday)**.

Very truly yours,


HARVEY B. CALABIO
 Administrative Officer V
 Procurement Section
 Tel. No: 5336-8106 loc 24051-52

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 with in 7 days upon receipt of approved PO
- Place of Delivery: MIMIAROPA Youth Center Poblacion, Bansud, Oriental Mindoro
- 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 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.
- 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 to register***


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

 Signature Over Printed Name
 (Supplier)



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RFQ No. 2022-02-0031 Shopping
 Date: _____ (should be filled by suppliers)

MOP: SVP

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
1	6	piece	PEN, Ballpoint Fine point, black			
2	6	piece	PEN, Ballpoint Fine point, blue			
3	3	piece	BOX, file storage			
4	15	ream	PAPER, copy, A4			
5	15	ream	PAPER, copy, legal			
6	4	roll	TAPE, double-edged, 1" without cushion			
7	4	roll	TAPE, double-edged, 1" with cushion			
8	3	ream	PAPER, A4, 70gsm, bond, Premium Grade, 210mm x 297mm			
9	4	ream	PAPER, for PPC			
10	3	ream	PAPER, multicopy, legal, for laser printing			
11	4	pair	CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width			
12	3	pack	CARTOLINA, assorted colors, 20s/pack			
13	2	box	DATA FILE BOX, (5" x 9" x 15-3/4")			
14	3	box	ENVELOPE,documentary (10" x 15"), 500s/box			
15	3	box	ENVELOPE, mailing white, 500s/box			
16	3	piece	ERASER, rubber			
17	4	pack	FOLDER, morocco/fancy, legal size, 50s/pack			
18	3	pack	FOLDER, morocco/fancy, A4 size, 50s/pack			
19	3	piece	GLUE, all purpose, 300 grams min			
20	2	piece	ILLUSTRATION BOARD (30" x 40"), 2 ply			
21	2	pack	INDEX CARD, 5' x 8", ruled both side, 100pcs/pack			
22	1	piece	MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end			
23	2	case	MAP PIN, round Head, 100s/case			
24	3	piece	MARKING PEN, whiteboard, black			
25	2	piece	MARKER, permanent, black			
26	3	piece	NOTE PAD (3" x 3"), 100 sheets/pad			
27	3	pad	NOTE PAD (3" x 4"), 100 sheets/pad			
28	5	box	PAPER FASTENER, for paper, coated, 50 sets/box			
29	4	box	PAPER CLIP, gem type, jumbo, 48mm, 100s/box			
30	6	box	PAPER CLIP, gem type, 32mm, 100s/box			
31	3	box	PENCIL, lead,w/ eraser, one (1) dozen per box			
32	2	book	RECORD BOOK, 300pages,smythe sewn			
33	2	book	RECORD BOOK , 500pages, smythe sewn			
34	3	box	STAPLE WIRE, standard # 35			
35	3	roll	TAPE, masking, 24mm, 50 meters length			
36	4	roll	TAPE, masking,48mm, 50 meters length			
37	2	roll	TAPE, transparent, 24mm, 50 meters			
38	4	roll	TAPE, transparent, 48mm, 50 meters			
39	4	roll	TAPE, packaging, 48mm, 50 meters length			
			nothing follows			
			Date of delivery: with in 7 days upon receipt of approved PO	Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			Place of Delivery: MIMAROPA Youth Center			
			Poblacion, Bansud, Oriental Mindoro			
				"Failure to indicate information could be basis for non-compliance."		
Approved Budget Cost: Php 25,000.00						

PURPOSE: Purchase of Office Supplies for the MIMAROPA Youth Center (MYC) Residents for CY 2022

PR No.: 2022-02-0031 Shopping

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

(Signature over printed name)
 Supplier

VAT
 Non-VAT

Tel: 336-8106 Local 101/Fax No: 8336-8106 Local 24051-52/Email: procurementdswd4t