



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

REQUEST FOR QUOTATION

RFQ No. 2022-02-0076 Shopping B
 Date: February 28, 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) 8336-8106 to 07 loc. 24051-52 or email to: ccrvictorio@dswd.gov.ph** not later than **5:00PM on March 7, 2022 (Monday)**.

Very truly yours,

HARVY 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 15 days upon receipt of approved PO
- Place of Delivery: DSWD MIMAROPA FO 1680 F.T. Benitez St. cor Malvar St., Malate, Manila
- 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. 2022-02-0076 Shopping B
 Date: _____ (should be filled 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
1	50	set	Arrow Flag, adhesive, assorted color			
2	100	piece	Ballpoint pen, black			
3	100	piece	Ballpoint pen, blue			
4	5	set	Clearbook refill pocket, transparent, plastic, legal size, 100 pieces/set			
5	10	piece	Clipboard, solid plastic type, legal size,			
6	50	box	Clip, backfold, 32mm (1 1/4")			
7	50	box	Clip, backfold, 50mm (2")			
9	3	piece	Dater, self inking			
10	20	can	Disinfectant Spray, aerosol type			
11	10	piece	Extension cord, 6 gang, 6 meters			
12	10	piece	Flash Drive, 16 GB capacity			
13	3	box	Folder, pressboard, color: white, 100 pieces/box			
14	20	bundle	Looseleaf Cover, legal, 50 pieces/bundle			
15	50	set	Marker, fluorescent, 3 colors/set			
16	10	piece	Mouse, wireless, usb			
17	40	pad	Note Pad, 3" x 3"			
18	40	pad	Note Pad, 3" x 4"			
19	200	ream	Paper, multicopy, 80 gsm, A4			
20	3	piece	Stamp, self inking			
21	20	piece	Stamp pad, felt pad			
22	50	piece	Stapler, standard type			
23	100	box	Staple Wire, standard, #35			
24	30	roll	Tape, double adhesive, 1"			
25	10	piece	Tape Cassette, laminated, 24mm, black on white tape, 8m, Tze-251, for barcode sticker			
26	20	roll	Tape, masking, 48mm (2")			
27	20	piece	Scissors, 8"			
28	3	cartridge	Cartridge, Epson Ribbon, LX310			
29	30	cartridge	Ink Cartridge, HP, #678, black			
30	30	cartridge	Ink Cartridge, HP, #678, tricolor			
31	30	cartridge	Ink Cartridge, HP, #680, black			
32	30	cartridge	Ink Cartridge, HP, #680, tricolor			
			nothing follows			
			Date of delivery: within 15 days upon receipt of approved PO			
			Place of delivery: DSWD MIMAROPA FO 1680 F.T. Benitez St. cor Malvar St., Malate, Manila	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 254,900.00			

PURPOSE: Office supplies and materials for the use of all Division in DSWD FO MIMAROPA for the 1st quarter of 2022
PR No.: 2022-02-0076 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: procurementdswd4bm

(Signature over printed name)
 Supplier

VAT
 Non-VAT