



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-0211 Shopping B
 Date: March 21, 2022

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

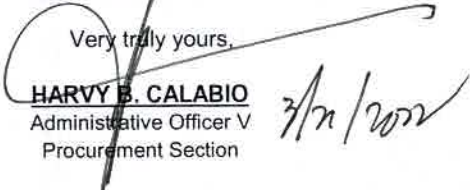
Sir/Madam:

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) 5336-8106 to 07 loc. 24051-52 or email to: amberrnulla@dswd.gov.ph** not later than **5:00 PM on March 28, 2022 (Monday)**.

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 c (15) Fifteen days after receipt of approved P.O
- Place of Delivery: DSWD POO, Servañez Bldg., Gen. Luna St., Liwayway, Odiongan, Romblon
- 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 to register"**

ADRIAHN M. BERNULLA
 Administrative Assistant II
 Telefax: 5336-8106 to 07 loc. 24051-52

 Signature Over Printed Name
 (Supplier)



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. 2022-03-0211

Date: _____ (should be filled by suppliers)

MOP: Shopping

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 |
|---|------|--------|--|-------------------------|---|------------|
| Supply and Delivery of Office Supplies for Romblon CY 2022 | | | | | | |
| 1 | 486 | Piece | Ballpoint Pen, Retractable, Fine Point, Black | | | |
| 2 | 8 | Pack | Battery, Dry Cell, AA, 4 pieces per blister pack, Alkaline Battery | | | |
| 3 | 10 | Pack | Battery, Dry Cell, AAA, 4 pieces per blister pack, Alkaline Battery | | | |
| 4 | 3 | Cart | Brother TN – 2260 | | | |
| 5 | 1 | Pack | Cable Tie, 100 pcs per pack (Black or White) | | | |
| 6 | 11 | Piece | Calculator, Compact, Electronic, 12 digits cap, 1 unit in individual box | | | |
| 7 | 36 | Pad | Civil Service Form No. 48 (Daily Time Record), 100 sheets per pad | | | |
| 8 | 16 | Piece | Clearbook, A4 size, with 20 sheets, refillable folder, yellow cover | | | |
| 9 | 16 | Piece | Clearbook, Legal Size, with 20 sheets, refillable folder, yellow cover | | | |
| 10 | 27 | Box | Clip, Backfold, 19mm, 12 pieces per box | | | |
| 11 | 3 | Box | Clip, Backfold, 25mm, 12 pieces per box | | | |
| 12 | 24 | Box | Clip, Backfold, 32mm, 12 pieces per box | | | |
| 13 | 23 | Box | Clip, Backfold, 50mm, 12 pieces per box | | | |
| 14 | 8 | Ream | Colored Paper, Yellow, A4 size, 80gsm, 500 sheets/ream | | | |
| 15 | 178 | Piece | Correction Tape, Individual Plastic, 8mm to 10mm in size | | | |
| 16 | 17 | Piece | Cutter Knife, Heavy Duty, Metal case, with autolock | | | |
| 17 | 51 | Piece | Data File Box, made of chipboard, with closed ends | | | |
| 18 | 18 | Piece | Dater Stamp, Changeable, date/mon/year format, personalized, 1 liner and self-inking dater stamp | | | |
| 19 | 18 | Box | Envelope, Expanding, Kraftboard, for legal size doc, 100 pieces per box | | | |
| 20 | 17 | Box | Envelope, Mailing, with DSWD Logo, Legal, 500 pcs/box | | | |
| 21 | 12 | Piece | Eraser, Plastic or Rubber | | | |
| 22 | 136 | Box | Fastener, Plastic, 70mm between prongs, 50 sets per box | | | |
| 23 | 24 | Piece | File and Magazine Holder, made of plastic, black, A4 size | | | |
| 24 | 11 | Bundle | Folder, Fancy, A4 size, 50 pieces per bundle | | | |
| 25 | 34 | Bundle | Folder, Fancy, Legal size, 50 pieces per bundle | | | |
| 26 | 34 | Box | Folder, Pressboard, size: Folio size, 100 pieces/box | | | |
| 27 | 51 | Bottle | Glue, All Purpose, gross weight: 250 grams min. | | | |
| 28 | 4 | Roll | Industrial Pallet, Stretch Film, Jack Wrap, 500mm x 500 meters x 20 microns (3" core) | | | |
| 29 | 144 | Bottle | Ink Cart, Epson 005, Black | | | |
| 30 | 6 | Cart | Ink Cart, HP CZ107AA, (HP678), Black | | | |
| 31 | 6 | Cart | Ink Cart, HP CZ107AA, (HP678), Tri Color | | | |
| 32 | 12 | Cart | Ink Cart, LC 3619, Black | | | |
| 33 | 6 | Cart | Ink Cart, LC 3619, Cyan | | | |
| 34 | 6 | Cart | Ink Cart, LC 3619, Magenta | | | |
| 35 | 6 | Cart | Ink Cart, LC 3619, Yellow | | | |
| <i>Page 1 of 2</i> | | | | | | |
| | | | | | 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." | |

PURPOSE: Supply and Delivery of Office Supplies for Romblon CY 2022
 PR No.: 2022-03-0211

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.

ADRIAHN M. BERNULLA
 Administrative Assitant II

Tel: 336-8106 Local 101 & 111/Email: ambemulla@dswd.gov.ph

 (Signature over printed name)
 Supplier

VAT
 Non-VAT



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. 2022-03-0211

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| Item No. | Qty. | Unit | Purchaser's Specifications | Bidder's Specifications | Unit Cost | Total Cost |
|--|------|--------|---|---|-----------|------------|
| Supply and Delivery of Office Supplies for Romblon CY 2022 | | | | | | |
| 36 | 34 | Bottle | Stamp Pad Ink, Purple or Violet, min. 50ML | | | |
| 37 | 2 | pack | Laminating Film, A4 size, 100 pcs/pack transparent, 250 microns | | | |
| 38 | 17 | Set | Marker, Flourescent, 3 colors per set, Assorted Color | | | |
| 39 | 12 | Piece | Mouse, Optical, USB Connection Type, 1 unit in individual box | | | |
| 40 | 12 | Piece | Notebook, Stenographer, spiral, 40 leaves | | | |
| 41 | 51 | Pad | Note Pad, Stick-on, 3x3, 100 sheets per pad | | | |
| 42 | 17 | Book | Official Record Book, 300 pages, size: 214mm x 278mm min. | | | |
| 43 | 17 | Book | Official Record Book, 500 pages, size: 214mm x 278mm min. | | | |
| 44 | 17 | Box | Paper Clip, 25mm, Vinyl, Plastic Coated, 100 pieces per box, or 120grams (min.) net of box | | | |
| 45 | 17 | Box | Paper Clip, 50mm, Vinyl, Plastic Coated, 100 pieces per box, or 120grams (min.) net of box | | | |
| 46 | 2 | Piece | Paper Cutter, A4 size | | | |
| 47 | 400 | Ream | Paper, Multi-Copy, 80gsm, A4 size | | | |
| 48 | 350 | Ream | Paper, Multi-Copy, 80gsm, Legal size | | | |
| 49 | 17 | Pack | Parchment Paper, A4 size, 80gsm, 100 pieces per pack | | | |
| 50 | 34 | Piece | Pencil Sharpener, Table Top, 1 piece in individual box | | | |
| 51 | 30 | Box | Pencil, Lead with Eraser, wood case hardness, 12 pcs/box | | | |
| 52 | 31 | Piece | Envelope, Plastic, with Handle, Legal size, Assorted Color | | | |
| 53 | 11 | Piece | Puncher, Paper, Heavy Duty, with two hole guide, 1 piece in individual box | | | |
| 54 | 18 | Bottle | Refill ink for Permanent Marker Pen, Black | | | |
| 55 | 6 | Box | Rubber Band, 70mm min lay flat length, #18 | | | |
| 56 | 12 | Piece | Ruler, Plastic, 450mm (18"), width: 38mm min. | | | |
| 57 | 25 | Piece | Scissors, Heavy Duty, Stainless steel scissors, strong grip, 1 piece in individual plastic | | | |
| 58 | 43 | Piece | Sign Pen Red, Liquid/gel ink, 0.5mm needle tip | | | |
| 59 | 229 | Piece | Sign Pen Black, 0.5mm, needle point, 9.9mm diameter grip, blue capped snap on, Quick-Drying, Smear Resistant, dye based ink | | | |
| 60 | 8 | Pack | Specialty Paper (Vellum Board), 220gsm, A4 size, White, 100's /pack | | | |
| 61 | 12 | Pad | Stamp Pad, Felt Pad, Bed Dimension: 60mmx100mm min | | | |
| 62 | 10 | Piece | Staple Wire Remover, Plier Type, Stainless Steel, High Quality | | | |
| 63 | 24 | Box | Staple Wire, Standard | | | |
| 64 | 32 | Piece | Stapler with remover, Heavy Duty type, Load cap: 200 staples min. 1 piece in individual box | | | |
| 65 | 41 | Piece | Storage Box, Plastic, 67 Liters (Flexi) | | | |
| 66 | 16 | Piece | Tape Dispenser, Table Top, Size: 17x5.5x8.8cm | | | |
| 67 | 4 | Roll | Tape, Fragile Printed Tape, adhesive, wide transparent tape, big roll, sealing tape, 200m long express | | | |
| 68 | 51 | Roll | Tape, Masking, width: 24mm | | | |
| 69 | 51 | Roll | Tape, Packaging, width: 48mm | | | |
| 70 | 51 | Roll | Tape, Transparent, width: 24mm | | | |
| *****NOTHING FOLLOWS***** | | | | | | |
| Page 2 of 2 | | | | | | |
| Approved Budget Cost: Php 595,905.00 | | | | Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification | | |
| Delivery Time: (15) Fifteen days after receipt of approved P.O | | | | | | |
| Delivery Place: DSWD POO, Servañez Bldg., Gen. Luna St, Brgy., Liwayway, Odiongan, Romblon | | | | "Failure to indicate information could be basis for non-compliance." | | |
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(Signature over printed name)
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