



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-0210 Shopping B
 Date: March 21, 2022

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

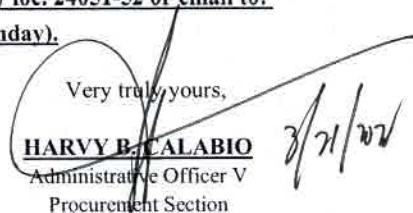
Sir/Madam:

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: 5336-8106 to 07 loc. 24051-52 or email to: ejcnolasco@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:

1. Award shall be made on per: item basis total quoted price lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: Fifteen (15) Calendar Days upon receipt of Approved Purchase Order
4. Place of Delivery: Pantawid Provincial Operations Office, Capitol Compound, Boac, Marinduque
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 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.
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"


EMMA JOY C. NOLASCO
 Procurement Officer
 Telephone Number: 5336-8106 to 07 loc. 24051-52

 Signature Over Printed Name
 (Supplier)



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RFQ No. 2022-03-0210

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
Supply and Delivery of Office Supplies in Marinduque						
1	148	piece	BALLPOINT PEN, fine point, 0.5 black			
2	14	pack	BATTERY, dry cell, AA, 2 pieces per blister pack			
3	8	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
4	2	piece	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box			
5	6	pack	CARTOLINA, ASSORTED COLORS, 20 pieces per pack			
6	5	piece	CLEARBOOK, A4 SIZE			
7	16	box	CLIP, BACKFOLD, 19MM, 12 pieces per box			
8	20	box	CLIP, BACKFOLD, 25MM, 12 pieces per box			
9	16	box	CLIP, BACKFOLD, 32MM, 12 pieces per box			
10	16	box	CLIP, BACKFOLD, 50MM, 12 pieces per box			
11	3	ream	Colored Paper, A4 size, 80 gsm, yellow, 500 sheets per ream			
12	168	piece	CORRECTION TAPE, 1 piece in individual plastic			
13	6	piece	CUTTER KNIFE			
14	24	piece	DATA FILE BOX, made of chipboard, with closed ends			
15	2	piece	DATING AND STAMPING MACHINE			
16	9	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box			
17	1	box	ENVELOPE, mailing, with DSWD Logo, Legal, 500 pcs/box			
18	1	piece	Extension wire, heavy duty, 6 socket with switch			
19	41	box	FASTENER, Plastic, 70mm between prongs, 50 sets per box			
20	2	piece	STORAGE BOX, Plastic, 70 liters (flexi)			
21	7	bundle	FOLDER, FANCY, legal, 50 pieces per bundle			
22	12	pack	FOLDER, L-TYPE, LEGAL SIZE, 50 pieces per pack			
23	11	jar	GLUE, all purpose, gross weight: 200 grams min			
24	23	set	MARKER, FLUORESCENT, 3 colors per set			
25	10	piece	MARKER, PERMANENT, bullet type, black			
26	10	piece	MARKER, PERMANENT, bullet type, blue			
27	1	piece	MARKER, WHITEBOARD, black			
28	1	piece	MARKER, WHITEBOARD, blue			
29	2	piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual			
30	44	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves			
PAGE 1 of 3				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 in Marinduque

PR No.: 2022-03-0210

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.

EMMA JOY C. NOLASCO
 Procurement Officer

Tel: 336-8106 Local 101 & 111/Email: eicnolasco@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. 2022-03-0210

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
Supply and Delivery of Office Supplies in Marinduque						
31	72	piece	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad			
32	38	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min			
33	376	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
34	183	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)			
35	21	pack	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose, 100pcs/pack			
36	5	box	PENCIL, LEAD WITH ERASER, 12 dozens per box			
37	1	piece	PLASTIC ENVELOPE WITH HANDLE (TRANSPARENT),			
38	1	piece	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box			
39	6	box	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
40	1	box	RUBBER BAND, 70mm min lay flat length (#18)			
41	7	piece	RULER, plastic, 450mm (18"), width: 38mm min			
42	1	piece	32GB Ultra USB 3.0 Flash Drive			
43	11	piece	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic			
44	152	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
45	60	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip			
46	12	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
47	7	bottle	STAMP PAD INK, purple or violet, 50ml (min.)			
48	8	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
49	5	piece	STAPLE REMOVER, PLIER-TYPE			
50	27	box	STAPLE WIRE, STANDARD #35			
51	4	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box			
52	4	pack	STICKER PAPER (100 pcs/pack)			
53	1	piece	TAPE DISPENSER, TABLE TOP			
54	14	Roll	TAPE, double adhesive, tissue type, 1"x10m			
55	13	Roll	TAPE, MASKING, width: 24mm (±1mm)			
56	16	Roll	TAPE, MASKING, width:48mm (+mm)			
57	13	Roll	TAPE, PACKAGING, width: 48mm (±1mm)			
58	58	Roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
59	7	Roll	TAPE, TRANSPARENT, width: 48mm (±1mm)			
60	2	roll	TWINE, plastic, one (1) kilo per roll			
PAGE 2 of 3				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
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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 in Marinduque						
61	3	piece	YELLOW PAD PAPER 10 PAD PER PACK			
62	83	piece	EPSON 005 (black)			
*****NOTHING FOLLOWS*****						
APPROVED BUDGET FOR THE CONTRACT: Php261,492.00						
Place of Delivery: Pantawid Provincial Operations Office, Capitol Compound, Boac, Marinduque						
Date of Delivery: Fifteen (15) Calendar Days upon receipt of Approved Purchase Order						
PAGE 3 OF 3						
Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification						
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