



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-03-0046 SHOPPING B

Date: May 12, 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.

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.

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:

jblagarde@dswd.gov.ph not later than 5:00 PM on May 17, 2022 (Tuesday).

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section Head

5.12.22

Terms and Conditions:

- 1. Award shall be made on per: [] item basis [x] total quoted price [] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: 5 Working Days upon receipt of Purchase Order
4. Place of Delivery: DSWD FO IV - MiMaRoPa, 1680 F.T Benitez Cor., Malvar st., Malate, Manila.
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.
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"

JAYSON B. LAGARDE

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Contact Number: 09652364341

Signature Over Printed Name (Supplier)

REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. 2022-03-0046 from DSWD MIMAROPA Region intended for the

Purchase of Office Supplies for KC-NCDDP Regional Program Management Team use.

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.

ed by:



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

RFQ No. 2022-03-0046
Date:

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

MOP: SHOPPING

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	6	boxes	BALL POINT PEN, Black, 0.5mm, 50s/box			
2	10	boxes	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
3	10	boxes	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
4	10	units	CALCULATOR, Compact, Electronic, LCD Display, 12 Digits, Two-Way Power Source (Solar and Cell)			
5	187	pieces	CORRECTION TAPE, Disposable, Gear Type, Single Line Tape, 8 meters (min), 5mm width,			
6	8	pieces	MARKER PEN, Permanent, Black			
7	61	pieces	MARKER PEN, White board, Black			
8	2	pieces	SCISSORS, symmetrical, blade length: 65mm, 1 piece			
9	16	boxes	INDEX TAB(FLAGLETS), self-adhesive, 5 set/box, assorted colors			
10	10	pieces	STAPLE REMOVER, plier type			
11	28	pieces	Sign Here sticky notes, one pack has 5 colors approx 100pcs per pack, neon translucent type sticky note signs			
12	13	reams	PAPER, MULTICOPY, 80gsm, size: 420mm x 297mm (A3)			
13	49	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
14	15	packs	PAPER, Parchment, 80gsm, size: 210mm x 297mm (A4), 100 pcs/pack			
15	107	pieces	Lever Arch File Folder*			
16	65	pieces	Self Inking CTC			
17	5	boxes	Pencil Lead, W/ Eraser, 12/box			
18	175	pieces	MARKER, Flouresent assorted colors			
19	2	boxes	Stand file box, magazine file carton, 15.5" x 10" x 4.5", black color			
20	47	boxes	TAPE, Transparent, 24mm, 50 meters			
21	1	pieces	expandable FOLDER, Pressboard, Legal size			
22	3	boxes	Staple wire Standard No. 35			
			Approved Budget Cost: Php 125,356.00 ***Nothing Follows*** Page 1 of 1			
			Date of Delivery: 5 days upon receipt of the approved PO Place of Delivery: DSWD FO IV - MIMAROPA, 1680 F.T Benitez Cor., Malvar st., Malate, Manila. Contact Person: Jayson B. Lagarde Contact Number: 0919-486-1186			
				"Failure to indicate information could be basis for non-compliance," Please indicate the brand being offered		

PURPOSE: Purchase of Office Supplies for KC-NCDDP Regional Program Management Team use.

PR No.: 2022-03-0046

JAYSON B. LAGARDE
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 0919-486-1186

VAT
 Non-VAT

(Signature over printed name)
Supplier

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.