



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-0051SHOPPING

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**. 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, Mayor's 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. 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

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 on: 5 Working Days upon receipt of Purchase Order
- Place of Delivery: DSWD FO IV - MiMaRoPa, 1680 F.T Benitez 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 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"

JAYSON B. LAGARDE

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Contact Number: 0919-486-1186

Signature Over Printed Name
(Supplier)



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. 2022-03-0051 from DSWD MIMAROPA Region intended for the

Purchase of KBB - BP2P Office Supplies for 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.



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

RFQ No. 2022-03-0051

Date:

MOP: SHOPPING

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

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	7	box	BALL POINT PEN, Black, 0.5mm, 50s/box			
2	20	box	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip, (atleast 12 pieces per box)			
3	7	box	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip (atleast 12 pieces per box)			
4	7	box	MARKER PEN, Permanent, Black (at least 12 pieces per box)			
5	7	box	MARKER PEN, Permanent, Red (at least 12 pieces per box)			
6	46	pieces	CORRECTION TAPE, Disposable, Gear Type, Single Line Tape, 8 meters (min), 5mm width,			
7	20	pieces	Highlighter Marker pen (assorted colors)			
8	13	pieces	STAPLE REMOVER, plier type			
9	13	pieces	Stapler with remover, Size 26/6 (No.35),			
10	39	box	Staple Wire no. 35			
11	78	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
12	100	pieces	White File Folder, Long size			
13	175	piece	Expandable Folder, 9.5 inches x 13.5 inches, Red or Blue color, green color only			
14	50	pieces	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet or elastic strap,			
15	20	pack	Sign Here sticky notes, one pack has 5 colors approx 100pcs per pack, neon translucent type sticky note signs			
16	52	piece	Sticky Notes, 3x3 size, 100 sheets, assorted colors			
17	10	piece	Magazine File Box, Carboard material, Dimension: 15.5 x 4.5 x 9.5, green color only			
18	500	piece	White mailing envelope, Long, size: 9 1/2 x 4 1/8 with logo design at the back(to be designed by the SMU)			
19	1	1 piece	Self inking Stamp - of the SWO II (to be hired) customized name			
20	25	pack	Parchment Paper, A4 size, 10 sheets per pack, 90 gsm			
21	13	piece	Hard cover notebook, A5 size, assorted color, atleast 100 sheets, with strap			
22	7	piece	Calculator Office, Big 12-Digit Display			
23	1	piece	Flexi-Box, 67 liters, with wheels and lock handle side			
			Approved Budget Cost: Php 48,350.00			
			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 KBB - BP2P Office Supplies for Regional Program Management Team use.

PR No.: 2022-03-0051

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.