



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

**REQUEST FOR QUOTATION**

RFQ No.: 2022-06-0648-SHOPPING-B  
 Date: June 22, 2022

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

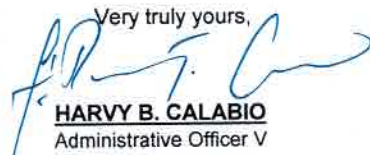
**Sir/Madam:**

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: [maediones@dswd.gov.ph](mailto:maediones@dswd.gov.ph)** not later than **5:00 PM on June 29, 2022 (Wednesday)**.

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: Seven (7) days upon receipt of approved Purchase Order (PO)
4. Place of Delivery: DSWD 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. 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](http://www.philgeps.gov.ph) to register"

  
**MARK ANTHONY E. DIONES**  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



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Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: NP-SVP

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	1	Cartridge	Ink Cartridge, HP 206A (W2110A), Black			
2	1	Cartridge	Ink Cartridge, HP 206A (W2110A), Cyan			
3	1	Cartridge	Ink Cartridge, HP 206A (W2110A), Magenta			
4	1	Cartridge	Ink Cartridge, HP 206A (W2110A), Yellow			
5	100	Piece	Gel Pen, 0.5mm Black			
6	100	Piece	Gel Pen, 0.5mm Blue			
7	100	Piece	Marker, Permanent Bullet Type, Black			
8	100	Piece	Marker, Permanent Bullet Type, Blue			
9	100	Piece	Marker, whiteboard Bullet Type, Black			
10	100	Piece	Marker, whiteboard Bullet Type, Blue			
11	40	Pad	Note Pad, 3" x 2"			
12	300	Ream	Paper, multi copy paper, A4 size, 80gsm			
13	1	Ream	Paper, colored, 80 gsm, color: orange, 100 sheets/ream			
14	100	Piece	Pencil, with eraser			
15	100	Piece	Sign pen, Gel Ink, 0.5mm, black,blue capped			
16	100	Piece	Sign pen, Gel Ink, 0.5mm, blue,blue capped			
17	100	Roll	Tape, transparent, 1"			
18	100	Pack	Tissue, 2 ply, 12 rolls/pack			
19	50	Piece	Folder, Tagboard, long, color: red			
>>>> NOTHING FOLLOWS <<<<						
157						
10						
Date of Delivery: Seven (7) days upon receipt of approved Purchase Order (PO)						
Area of Delivery: DSWD MIMAROPA (1680 F.T. Benitez Cor. Malvar St. Malate Manila)						
Approved Budget for the Contract: Php157,600.00						
					"Failure to indicate information could be basis for non-compliance."	
PAGE 1 OF 1						

PURPOSE: Office Supplies and Materials for the use of all Division In DSWD FO MIMAROPA for the (3rd quarter of 2022)

PR No.: 2022-06-0648-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.

**MARK ANTHONY E. DIONES**  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

VAT  
 Non-VAT