



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

REQUEST FOR QUOTATION

RFQ No.: 2022-06-0596-ND-SVP Shipping B  
Date: June 8, 2022

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

Sir/Madam:

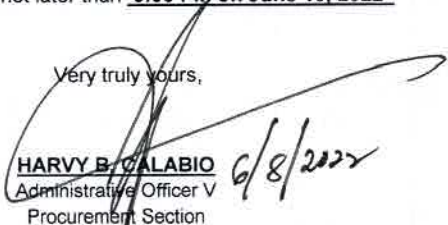
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph not later than 5:00 PM on June 15, 2022 (Wednesday).

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 on: Thirty (30) days upon receipt of approved Purchase Order (PO)
- Place of Delivery: SWAD Oriental Mindoro Office (2F RKT Bldg. J.P. Rizal cor. Bayabas St., Lalud, Calapan City, Oriental Mindoro)
- 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](http://www.philgeps.gov.ph) to register"

  
**DAVE T. CORCORO**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Email: [proc.davecorcoro.dswd4b@gmail.com](mailto:proc.davecorcoro.dswd4b@gmail.com)/ [dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph)

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



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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.: 2022-06-0596-NP-SVP  
Date: \_\_\_\_\_

*Shopping B*  
(should be filled up by suppliers)

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

MOP: NP- SVP

| Item No. | Qty. | Unit   | Bidder's Specifications  | Unit Cost | Total Cost |
|----------|------|--------|--|-----------|------------|
| 1        | 300  | piece  | LONG FOLDER, White   |           |            |
| 2        | 32   | piece  | SHORT FOLDER, White  |           |            |
| 3        | 80   | piece  | EXPANDED GREEN FOLDER, Long  |           |            |
| 4        | 35   | piece  | EXPANDED BLUE FOLDER, Long   |           |            |
| 5        | 250  | piece  | BROWN LONG ENVELOPE  |           |            |
| 6        | 50   | piece  | BROWN SHORT ENVELOPE   |           |            |
| 7        | 60   | piece  | CORRECTION TAPE, 6 meters min., 1 piece in individual plastic  |           |            |
| 8        | 80   | piece  | ULTRA FINE GEL PEN, 0.5, Black   |           |            |
| 9        | 10   | piece  | ULTRA FINE GEL PEN, 0.5, Blue  |           |            |
| 10       | 15   | box    | BALLPOINT PEN, Fine point, Black, 12pcs/box  |           |            |
| 11       | 40   | piece  | STICKY NOTE PAD, 3" x 3", 100 sheets per pad   |           |            |
| 12       | 30   | piece  | STICKY FLAG PAGE MARKER, 1/2 in 1 1/2 in, assorted   |           |            |
| 13       | 20   | box    | PLASTIC FASTENER, #4, 50pcs per box  |           |            |
| 14       | 30   | box    | FILE STORAGE BOX, Magazine Holder  |           |            |
| 15       | 3    | bottle | EPSON INK L5190, Black   |           |            |
| 16       | 5    | bottle | EPSON INK 003, Black   |           |            |
| 17       | 3    | bottle | EPSON INK 003, Magenta   |           |            |
| 18       | 3    | bottle | EPSON INK 003, Cyan  |           |            |
| 19       | 3    | bottle | EPSON INK 003, Yellow  |           |            |
| 20       | 12   | bottle | EPSON INK T664, Black  |           |            |
| 21       | 5    | bottle | EPSON INK T664, Magenta  |           |            |
| 22       | 5    | bottle | EPSON INK T664, Cyan   |           |            |
| 23       | 5    | bottle | EPSON INK T664, Yellow   |           |            |
| 24       | 8    | box    | PENCIL, Lead with eraser, one dozen per box  |           |            |
| 25       | 70   | piece  | HIGHLIGHTER PEN, Assorted colors   |           |            |
| 26       | 22   | box    | PAPER CLIP, Small  |           |            |
| 27       | 22   | box    | PAPER CLIP, Big  |           |            |
| 28       | 10   | box    | BINDER CLIP, Small   |           |            |
| 29       | 20   | box    | BINDER CLIP, Big   |           |            |
| 30       | 10   | piece  | GLUE, All purpose, 130 grams   |           |            |
| 31       | 5    | ream   | COPY PAPER, Letter   |           |            |
| 32       | 100  | ream   | COPY PAPER, A4   |           |            |
| 33       | 40   | ream   | COPY PAPER, Legal  |           |            |
| 34       | 2    | box    | STAPLER, Heavy Duty No. 35   |           |            |
| 35       | 2    | piece  | STAPLE WIRE REMOVER, Scissor type  |           |            |
| 36       | 20   | piece  | ERASER, Non dust   |           |            |
| 37       | 25   | box    | STAPLE WIRE, No. 35  |           |            |
| 38       | 1    | piece  | CALCULATOR   |           |            |
| 39       | 20   | piece  | TAPE, Transparent, 24mm, 50 meters   |           |            |
| 40       | 30   | piece  | TAPE, Transparent, 48mm, 50 meters   |           |            |
| 41       | 10   | piece  | TAPE, Packaging, 48mm, 50 meters   |           |            |
| 42       | 12   | piece  | PERMANENT MARKER, Broad, black   |           |            |
| 43       | 12   | piece  | PERMANENT MARKER, Broad, blue  |           |            |
| 44       | 6    | piece  | PLASTIC OFFICE STORAGE BOX, 87 Liters  |           |            |
| 45       | 1    | piece  | WHITE BOARD MARKER INK REFILL  |           |            |
| 46       | 5    | piece  | SCISSOR, Heavy Duty, Big   |           |            |
| 47       | 1    | piece  | RECORD BOOK  |           |            |
| 48       | 1    | piece  | RULER  |           |            |
| 49       | 1    | piece  | TAPE DISPENSER   |           |            |
| 50       | 2    | piece  | PUNCHER  |           |            |
| 51       | 1    | piece  | FLASH DRIVE, 32GB  |           |            |
|          |      |        | >>>> NOTHING FOLLOWS <<<<<   |           |            |
|          |      |        | Date of Delivery: Thirty (30) days upon receipt of approved Purchase Order (PO)                                      |           |            |
|          |      |        | Area of Delivery: SWAD ORIENTAL MINDORO OFFICE (2F RKT Bldg. J.P. Rizal Sts., Lulud, Calapan City, Oriental Mindoro) |           |            |
|          |      |        | Contact Person: MS. FLOREFE Y. DIMAALA<br>Contact Number: 0949-478-8925  |           |            |
|          |      |        | Approved Budget for the Contract: Php90,001.00   |           |            |
|          |      |        | PAGE 1 OF 1  |           |            |
|          |      |        | "Failure to indicate information could be basis for non-compliance."   |           |            |

PURPOSE: Purchase of Office Supplies for the use of SLP PBO's in Oriental Mindoro for the 3rd Quarter of CY-2022.

PR No.: 2022-06-0596-NP-SVP

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.

*Signature*  
**DAVE T. CORCORO**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

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

VAT  
 Non-VAT