



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

REQUEST FOR QUOTATION

RFQ No.: 2022-06-0597-NP-SVP Shopping B  
Date: June 8, 2022

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

Sir/Madam:

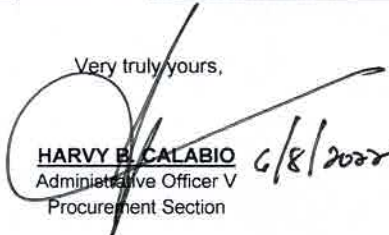
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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

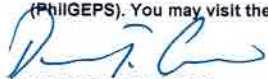
Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: proc.davecortoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph not later than 5:00 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: Within Thirty (30) days upon receipt of approved Purchase Order (PO)
- Place of Delivery: SWAD Occidental Mindoro Office (M.H. Del Pilar St., Brgy. 7, San Jose, Occidental 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.davecortoro.dswd4b@gmail.com](mailto:proc.davecortoro.dswd4b@gmail.com)/ [dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph)

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



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RFQ No.: 2022-06-0597-NP-SVP *Shopping B -*  
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	Bidder's Specifications	Unit Cost	Total Cost
1	45	piece	CORRECTION TAPE, 6 meters min., 1 piece in individual plastic		
2	2	box	GEL PEN, Blue (0.5)		
3	14	box	GEL PEN, Black (0.5)		
4	14	box	BALLPEN, Black (0.5)		
5	85	ream	PAPER, Multi purpose, A4 size, 70gsm		
6	40	ream	PAPER, Multi purpose, 8.5" x 13" size, 70gsm		
7	14	piece	HIGHLIGHTER, Assorted colors		
8	14	box	FASTENER, Plastic coated		
9	14	pad	DAILY TIME RECORD (DTR)		
10	30	pad	NOTEPAD, Stick-on, 3" x 3"		
11	2	box	PERMANENT MARKER, Black, broad		
12	14	roll	TRANSPARENT TAPE, 2"		
13	14	roll	TRANSPARENT TAPE, 1"		
14	4	roll	PAPER TAPE, 2"		
15	14	roll	PAPER TAPE, 1"		
16	15	piece	STAMP PAD		
17	4	pack	FOLDER, Legal size, 100's		
18	56	piece	FILE BOX, Legal size, horizontal		
19	14	bottle	664 EPSON BLACK INK		
20	10	bottle	664 EPSON MAGENTA INK		
21	10	bottle	664 EPSON CYAN INK		
22	10	bottle	664 EPSON YELLOW INK		
23	14	box	BINDER CLIP, 2"		
24	14	box	BINDER CLIP, 1"		
25	3	piece	STAPLER		
26	14	box	STAPLE WIRE, Size 35		
27	14	piece	RECORD BOOK, 300 pages		
28	2	piece	PUNCHER		
29	3	piece	SCISSORS, 10"		
30	5	piece	FLEXI BOX, 95L		
31	2	pack	VELLUM BOARD, A4		
32	3	pack	VELLUM BOARD, 8.5" x 13" size		
33	14	bottle	WHITE GLUE, 30ml		
34	2	pack	COLOR PAPER, A4		
35	2	piece	CORK BOARD, 50cm x 70cm		
>>>> NOTHING FOLLOWS <<<<<					
			Date of Delivery: Thirty (30) days upon receipt of approved Purchase Order (PO)		
			Area of Delivery: SWAD OCCIDENTAL MINDORO OFFICE (M.H. Del Pilar St., Brgy. 7, San Jose, Occidental Mindoro)		
			Contact Person: MR. ALBERT WYNDEL TULAYLAY Contact Number: 0912-014-5917		
			Approved Budget for the Contract: Php84,000.00		
			"Failure to indicate information could be basis for non-compliance."		
PAGE 1 OF 1					

PURPOSE: Purchase of Office Supplies for the use of SLP PDO's in Occidental Mindoro. *for the 3rd Quarter of 2022*

PR No.: 2022-06-0597-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. CORCORA**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

VAT  
 Non-VAT  
\_\_\_\_\_  
(Signature over printed name)  
Supplier