



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

REQUEST FOR QUOTATION

RFQ No.: 2022-06-0643-SHOPPING B  
Date: June 17, 2022

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

Sir/Madam:

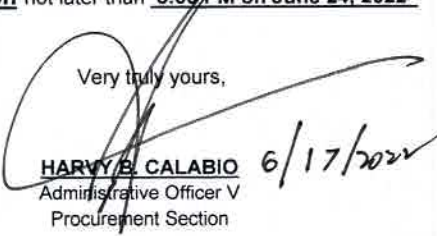
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures 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 24, 2022 (Friday)**.

Very truly yours,

  
**HARVEY B. CALABIO**  
Administrative Officer V  
Procurement Section

6/17/2022

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: Fifteen (15) days upon receipt of approved Purchase Order (PO)
- Place of Delivery: SWAD Marinduque Office (Capitol Compound, Brgy. Bangbangalon, Boac, Marinduque)
- 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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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	210	ream	PAPER, Multi-purpose (COPY), A4, 80gsm		
2	80	ream	PAPER, Multi-purpose (COPY), Legal, 80gsm		
3	120	piece	GEL PEN, Black, 0.5mm		
4	120	piece	GEL PEN, Blue, 0.5mm		
5	8	box	PENCIL, No. 2, 12pcs per box		
6	100	piece	CORRECTION TAPE, 6 meters (min).		
7	6	box	PAPER CLIP, Big		
8	6	box	PAPER CLIP, Small		
9	30	pad	NOTE PAD, Stick-on, 3" x 3", 100 sheets/pad		
10	30	pad	NOTE PAD, Stick-on, 3" x 4", 100sheets/pad		
11	20	roll	TAPE, Transparent, width: 48mm (+1mm)		
12	20	roll	TAPE, Packaging, width: 48mm (+mm)		
13	20	piece	FLEXIBOX, FB-300, 67 Liters, transparent		
14	15	piece	RECORD BOOK, 300 leaves		
15	10	piece	STAPLE WIRE REMOVER, Plier type		
16	10	piece	STAPLER, Standard		
17	20	box	STAPLE WIRE, Standard		
18	10	box	CLIP, Backfold, 32mm, 12 pieces per box		
19	10	box	CLIP, Backfold, 50mm, 12 pieces per box		
20	10	box	CARBON PAPER, 216mm x 330mm, 100sheets/box		
21	4	box	MAILING ENVELOP, 500pieces/box		
22	8	piece	STAMP PAD, Blue ink, No.3		
23	6	piece	SCISSORS, 8"		
24	20	pack	INDICATOR FLAGLETS (STICKER), With "SIGN HERE" text		
25	4	piece	FLASH DRIVE, 16GB capacity		
26	5	piece	ARCH FILE FOLDER, Long, with 2 rings		
27	10	box	RUBBER BAND, 70mm min. lay flat length (#18)		
28	25	piece	HIGHLIGHTER PEN, Pastel color		
29	25	piece	MARKER, Permanent, bullet type, black		
30	60	piece	EXPANDED FOLDER, Long		
31	50	piece	EXPANDED ENVELOP, Long, brown		
32	5	piece	RULER, Plastic, 12 inch, clear		
33	2	piece	WHITEBOARD ERASER		
34	8	piece	FILE BOX, 15" x 9.5" x 4.5"		
35	3	piece	PUNCHER, Two-hole, Heavy Duty		
36	5	piece	FINGER WET SPONGE CUP MOISTENER/ FINGER MOISTENER FOR MONEY		
37	10	piece	PLASTIC ENVELOPE, Expanding, with handle		
			>>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Fifteen (15) days upon receipt of approved Purchase Order (PO)		
			Area of Delivery: SWAD MARINDUQUE OFFICE (Capitol Compound, Brgy. Bangbanganon, Boac, Marinduque)		
			Contact Person: MS. HELEN B. ALCOBA		
			Contact Number: 0961-333-1372		
			Approved Budget for the Contract: Php126,645.00		
			"Failure to indicate information could be basis for non-compliance."		
			PAGE 1 OF 1		

PURPOSE: Purchase of Office Supplies for the use CIS PSP-AICS Staff in SWAD Marinduque for 3rd Quarter of CY-2022.

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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.

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

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

VAT  
 Non-VAT