



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

REQUEST FOR QUOTATION

RFQ No.: 2022-07-0756-SHOPPING B

Date: July 22, 2022

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

Sir/Madam:

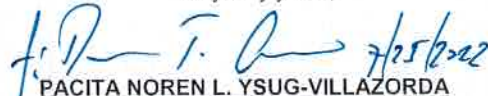
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures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

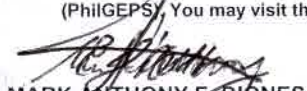
Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: maediones@dswd.gov.ph** not later than **5:00 PM on July 29 2022 (Friday)**.

Very truly yours,


PACITA NOREN L. YSUG-VILLAZORDA
Administrative Officer IV
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: SWADT OCCIDENTAL MINDORO (M.H. Del Pilar 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 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: SHOPPING B

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	45	Piece	Correction tape, 6 meters (min.), 1 Piece Individual Plastic			
2	2	Box	Gel pen, Blue (0.5)			
3	14	Box	Gel pen, Black (0.5)			
4	14	Box	Ball pen, Black (0.5)			
5	85	Ream	Paper, Multi-Purpose, A4 Size, 70 gsm			
6	40	Ream	Paper, Multi-Purpose, 8.5" x 13" Size, 70 gsm			
7	14	Piece	Highlighter			
8	14	Box	Fastener, Plastic coated			
9	14	Pad	DTR			
10	30	Pad	Notepad, stick on 3" x 3"			
11	2	Box	Permanent Marker, Black Board			
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	Folde, 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	Flexibox, 95L			
31	2	Pack	Vellum Board A4 size			
32	3	Pack	Vellum Board 8.5" x 13" size			
33	14	Bottle	White Glue, 30ml			
34	2	Pack	Colored 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: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)						
Approved Budget for the Contract: Php84,000.00						
Contact Person: Albert Wyndell M. Tulaylay Contact No.: 0917-847-0185						
PAGE 1 OF 1						
"Failure to indicate information could be basis for non-compliance."						

PURPOSE: For the Implementation of the program

PR No.: 2022-07-0756-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. BIONES
 Procurement Officer
 Telefax: 5336-8106 to 07 loc. 24052

 (Signature over printed name)
 Supplier

VAT
 Non-VAT