



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

Annex A

REQUEST FOR QUOTATION

RFQ No. 2022-07-0690 Shopping -B
 Date: July 11, 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: ambernulla@dswd.gov.ph** not later than **5:00 PM on July 18, 2022 (Monday)**.

Very truly yours,

Pacita Noren Y. Villazorda
PACITA NOREN Y. 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: (15) Fifteen working days upon receipt of approved P.O
- Place of Delivery: DSWD POO, G7 Bldg., Unit 2/2nd Floor 131 National Hway, San Pedro, Puerto Princesa City, Palawan
- 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"**

ADRIAHN M. BERNULLA
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

 Signature Over Printed Name
 (Supplier)



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 2022-07-0690

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	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
Supply and Delivery of Office Supplies in Palawan						
1	413	piece	Ballpoint Pen, Retractable (Black), fine point 0.5			
2	5	pack	Folder, with TAB, Legal, 100 pieces per pack, White			
3	25	bottle	Glue, All Purpose, gross weight: 250 grams min.			
4	2	piece	Staple Wire Remover (Stainless), Plier Type, High Quality			
5	1	cart	HP Laserjet, Toner Cartridge, Black, CE505A			
6	6	ream	Colored Paper, Pink, A4 size, 500 sheets per ream			
7	990	ream	Paper, Multi-Purpose, A4 size, 70gsm			
8	287	ream	Paper, Multi-Purpose, Legal size, 70gsm			
9	105	box	Staple Wire, Standard			
10	94	roll	Tape, Packaging, width: 48mm, 100 yards			
*****NOTHING FOLLOWS*****						
Approved Budget Cost: Php 296,089.00						
Delivery Place: DSWD POO, G7 Bldg., Unit 2/2nd Floor 131 National H-way, San Pedro, Puerto Princesa City, Palawan						
Delivery Time: (15) Fifteen working days after receipt of approved P.O						
Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification						
PAGE 1 OF 1						
"Failure to indicate information could be basis for non-compliance."						

PURPOSE: Supply and Delivery of Office Supplies in Palawan
PR No.: 2022-07-0690

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.

ADRIAHN M. BERNULLA
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT