



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

## REQUEST FOR QUOTATION

RFQ No. 2022-03-0212 Shopping BDate: July 19, 2022

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

Sir/Madam:

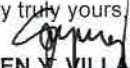
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures 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, 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: 5336-8106 to 07 loc. 24051-52 or email to: [eicnolasco@dswd.gov.ph](mailto:eicnolasco@dswd.gov.ph)** not later than **5:00 PM on July 26, 2022 (Tuesday)**.

Very truly yours,

  
**PACITA NOREN Y. VILLAZORDA**  
Administrative Officer IV  
Procurement Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on Fifteen (15) Calendar Days upon receipt of Approved Purchase Order
4. Place of Delivery: Pantawid Provincial Operations Office, DSWD Office, M.H. Del Pilar St., Brgy. 7, San Jose, Occidental Mindoro
5. 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**
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: \_\_\_\_\_
10. 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"

  
**EMMA JOY C. NOLASCO**  
Procurement Officer

Telephone Number: 5336-8106 to 07 loc. 24051-52

\_\_\_\_\_  
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. 2022-03-0212

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	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
<b>Supply and Delivery of Office Supplies in Occidental Mindoro</b>						
1	31	cart	BROTHER INK LC3617 BLACK APPROVED BUDGET FOR THE COST: Php27, 900.00			
2	1	cart	BROTHER INK LC3617 CYAN APPROVED BUDGET FOR THE COST: Php800.00			
3	1	cart	BROTHER INK LC3617 YELLOW APPROVED BUDGET FOR THE COST: Php800.00			
4	1	cart	BROTHER INK LC3617 MAGENTA APPROVED BUDGET FOR THE COST: Php800.00			
5	290	Piece	CORRECTION TAPE, individual Plastic, 8mm to 10mm size APPROVED BUDGET FOR THE COST: Php8,700.00			
6	19	Pad	Daily Time Card Record 100sheets/Pad APPROVED BUDGET FOR THE COST: Php570.00			
7	3	Box	ENVELOPE, mailing, with DSWD LOGO, Legal, 500 pcs/box APPROVED BUDGET FOR THE COST: Php2,400.00			
8	63	Box	FASTENER, Plastic, 70mm between prongs, 50 sets per box APPROVED BUDGET FOR THE COST: Php2,835.00			
9	487	piece	FOLDER, PRESSBOARD, size: Folio size APPROVED BUDGET FOR THE COST: Php9,740.00			
10	6652	piece	FOLDER with TAB, LEGAL, white APPROVED BUDGET FOR THE COST: Php39,912.00			
11	10	cart	INK CART, EPSON 003 BLACK APPROVED BUDGET FOR THE COST: Php3,500.00			
12	7	cart	INK CART, EPSON 003 CYAN APPROVED BUDGET FOR THE COST: Php2,800.00			
13	7	cart	INK CART, EPSON 003 MAGENTA APPROVED BUDGET FOR THE COST: Php2,800.00			
14	7	cart	INK CART, EPSON 003 YELLOW APPROVED BUDGET FOR THE COST: Php2,800.00			
15	149	bottle	INK CART, EPSON 005, BLACK APPROVED BUDGET FOR THE COST: Php102,810.00			
16	2	bottle	INK, FOR PERMANENT marker APPROVED BUDGET FOR THE COST: Php106.00			
*****NOTHING FOLLOWS*****						
PAGE 1 OF 2						
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Supply and Delivery of Office Supplies in Occidental Mindoro

PR No.: 2022-03-0212

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.

EMMA JOY C. NOLASCO  
Procurement Officer

Tel: 336-8106 Local 101 & 111/Email: ejcnolasco@dswd.gov.ph

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

VAT  
 Non-VAT



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 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
			<b>Supply and Delivery of Office Supplies in Occidental Mindoro</b>			
17	132	Piece	MARKER, PERMANENT BLACK, bullet type, refillable APPROVED BUDGET FOR THE COST: Php5,940.00			
18	105	Pad	NOTEPAD, STICK-ON, 3x3, 100 sheets er ad APPROVED BUDGET FOR THE COST: Php3,570.00			
19	42	Box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) net of box APPROVED BUDGET FOR THE COST: Php1,092.00			
20	152	Ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm, A4 size APPROVED BUDGET FOR THE COST: Php33,440.00			
21	370	Ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm, Folio size APPROVED BUDGET FOR THE COST: Php88,800.00			
22	2	Piece	PUNCHER, paper, heavy duty, with two-hole guide, 1 piece in individual box APPROVED BUDGET FOR THE COST: Php400.00			
23	4	Piece	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min APPROVED BUDGET FOR THE COST: Php328.00			
24	13	Piece	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min APPROVED BUDGET FOR THE COST: Php1,365.00			
25	27	Box	STAPLE WIRE, Standard No. 35, 26/6 APPROVED BUDGET FOR THE COST: Php1,134.00			
26	34	Piece	Storage Box, plastic, 67 liters flexi APPROVED BUDGET FOR THE COST: Php18,700.00			
27	25	Roll	TAPE, MASKING, width: 24mm (±1mm) APPROVED BUDGET FOR THE COST: Php2,250.00			
28	61	Roll	TAPE, PACKAGING, width: 48mm (±1mm) APPROVED BUDGET FOR THE COST: Php1,830.00			
29	54	Roll	TAPE, TRANSPARENT, width: 48mm (±1mm) APPROVED BUDGET FOR THE COST: Php1,620.00			
30	1	Roll	TWINE, plastic, one (1) kilo per roll APPROVED BUDGET FOR THE COST: Php74.00			
31	10	Piece	SIGNPEN BLACK 0.5 mm, needle point, 9.9 mm diameter grip, blue, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink, APPROVED BUDGET FOR THE COST: Php300.00			
			*****NOTHING FOLLOWS*****			
			PAGE 2 OF 2			
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 (Signature over printed name)  
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