



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

REQUEST FOR QUOTATION

RFQ No.: 2022-07-0777-SHOPPING

Date: August 04, 2022

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

Sir/Madam:

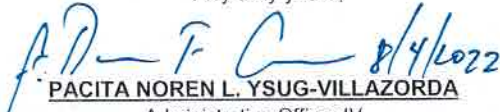
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non - compliance. Also, furnish us with descriptive brochures, catalogues, literatures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

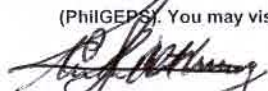
Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: maediones@dswd.gov.ph** not later than **5:00 PM on August 11, 2022 (Monday)**.

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: Seven (7) days upon receipt of approved Purchase Order (PO)
 - Place of Delivery: DSWD FO MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)
 - 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: _____
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 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	100	Piece	Sign Pen, 0.6mm, Black			
2	100	Piece	Sign Pen, 0.6mm, Blue			
3	100	Piece	Folder, pressboard, Legal size, color:red			
4	10	Piece	Mouse pad with Wrist support			
5	20	Piece	Desk Tray organizer, metal, 3 layer			
6	20	Bundle	Looseleaf cover, legal, 50 pieces/bundle			
7	50	Roll	tape, Packaging, 48mm (2"), color Brown			
8	50	Pair	Scissor 8"			
9	10	Piece	Sharpener, pencil			
10	50	Piece	Stapler, standard, #35, Heavy duty			
11	200	Piece	Ballpoint pen, Black			
12	200	Piece	Ballpoint pen, Blue			
13	5	Box	Envelope, mailing, with DSWD Logo 500 pieces/ box			
14	50	Piece	Data File Box			
15	10	Piece	Tape Cassette, laminated, 24mm, black on white tape, 8mm tze-251, for barcode sticker			
>>>> NOTHING FOLLOWS <<<<<						
Date of Delivery: Seven (7) 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: Php109,200.00						
PAGE 1 OF 1						
					"Failure to indicate information could be basis for non-compliance."	

PURPOSE: Office supplies for the use of all Division in DSWD FO IV-MIMAROPA (4th quarter of 2022 use)

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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.

MARK ANTHONY E. DIONES
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

(Signature over printed name)
Supplier

VAT
 Non-VAT