



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

REQUEST FOR QUOTATION

RFQ No.: 2022-09-0939-SHOPPING B
Date: September 16, 2022

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

Sir/Madam:

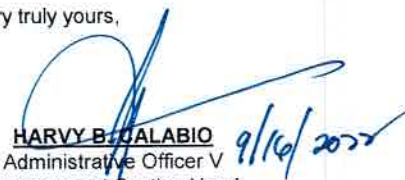
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or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

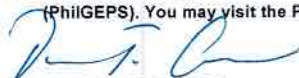
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region - BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: procurement.fomimaropa@dswd.gov.ph/ dtcorcoro@dswd.gov.ph not later than **5:00 PM on September 23, 2022 (Friday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,


HARVY B. DALABIO
Administrative Officer V
Procurement Section Head

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: SWADT Marinduque Office (Capitol Compound, Brgy. Bangbanganon, 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 to register"


DAVE T. CORCORO
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Signature Over Printed Name
(Supplier)



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Date: _____ (should be filled up by supplier)

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

MOP: NP- SVP

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	500	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm (A4 size)		
2	300	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm (Legal size)		
3	400	piece	CORRECTION TAPE, 6 meters (min.), one piece in individual plastic		
4	20	box	FASTENER, Metal, 70mm between prongs, 50 sets per box		
5	450	piece	SIGN PEN, Black, liquid/gel ink, 0.5mm		
6	150	piece	SIGN PEN, Blue, liquid/gel ink, 0.5mm		
7	50	box	CLIP, Backfold, 32mm, 12 pieces per box		
8	50	box	CLIP, Backfold, 50mm, 12 pieces per box		
9	50	pad	NOTE PAD, Stick-on, 3" x 4", 100 sheets per pad, neon color		
10	50	pad	NOTE PAD, Stick-on, 3" x 3", 100 sheets per pad, neon color		
11	30	roll	TAPE, Transparent, 48mm width (1mm)		
12	35	roll	TAPE, Transparent, 1 inch x 100m		
13	15	box	PAPER CLIP, Small		
14	10	box	PAPER CLIP, Big		
15	5	box	RUBBER BAND, 70mm min lay flat length (#18)		
16	20	piece	MARKER, Permanent, bullet type, black		
17	10	piece	STAPLER, Standard		
18	50	box	STAPLE WIRE, Standard		
19	10	piece	STAPLE WIRE REMOVER, Plier type		
20	35	piece	FLEXI BOX, FB-300, 67 Liters		
21	6	piece	SCISSORS, 8"		
22	200	piece	FOLDER, Brown, with white tab, long		
23	50	piece	EXPANDED FOLDER, Long		
24	50	piece	EXPANDED ENVELOPE, Long, brown		
25	50	piece	ENVELOPE, Long, brown		
26	50	piece	ENVELOPE, Short, brown		
27	5	box	CARBON PAPER, Long, black, 100 sheets film per box		
28	15	pad	SIGN HERE TEXT, Sticky notes, Stylish film index, sign here arrow flag		
29	10	box	PENCIL, No. 2, 12pcs/box		
30	10	piece	RECORD BOOK, 300 pages		
31	10	piece	STAMP PAD, Blue ink, no. 3		
32	10	piece	ARCH FILE FOLDER WITH 2 RING, Long		
33	20	piece	HIGHLIGHTER PEN, Pastel color		
34	10	piece	FILE BOX, 15" x 9.5" x 4.5"		
35	5	piece	PUNCHER, Heavy duty, with two (2) hole guide		
36	6	piece	RULER, Plastic, 12 inch, clear		
37	5	roll	TWINE, Plastic, one kilo per roll		
38	5	piece	CALCULATOR, 12 digits, electronic, two-way power supply (solar + battery)		
			>>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Fifteen (15) days upon receipt of approved Purchase Order (PO)		
			Area of Delivery: SWADT Marinduque Office (Capitol Compound Brgy. Bangbanganon, Boac, Marinduque)		
			Contact Person: MS. HELEN B. ALCOBA		
			Contact Number: 0961-333-1372		
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Seventy-One Thousand Nine Hundred Fifty-Five Pesos Only (Php 271,955.00)	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."	
			PAGE 1 OF 1		

PURPOSE: Purchase & delivery of Office Supplies for the use of CIS PSP-AICS Staff at SWADT Marinduque Office for the 4th Quarter of CY-2022.

PR No.: 2022-09-0939-SHOPPING B

VAT
 Non-VAT

 (Signature over printed name)
 Supplier

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.