



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

REQUEST FOR QUOTATION

RFQ No.: 2022-09-0941-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.

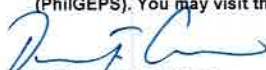
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region - BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: procurement.fomimaropa@dswd.gov.ph/dtcorcoro@dswd.gov.ph not later than **5:00 PM on September 23, 2022 (Friday)**. Quotations 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. CALABIO
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 Oriental Mindoro Office (Capitol Complex, Camilmit, Calapan City, Oriental 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"


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	167	ream	PAPER, MULTI-COPY, 80gsm, size: 210mm x 297mm (A4 size)		
2	100	ream	PAPER, MULTI-COPY, 80gsm, size: 216mm x 330mm (Legal size)		
3	1	pack	FOLDER, Expanding, legal size, green, 100pcs/pack		
4	1	pack	ENVELOPE, Expanding, legal size, 100pcs/pack		
5	20	piece	FLEXI BOX, 155 Liters		
6	40	box	CORRECTION TAPE, 24 pieces/box		
7	10	piece	DATA FILE BOX, Made of Chipboard		
8	10	box	FASTENER, Metal, 70mm between prongs		
9	25	box	STAPLE WIRE, Standard		
10	6	box	SIGN PEN, Black, liquid/gel ink, 0.5mm, 12pcs/box		
11	6	box	SIGN PEN, Blue, liquid/gel ink, 0.5mm, 12pcs/box		
12	5	box	BALLPEN, 12pcs/box		
13	25	box	SCISSOR, Multi-purpose		
14	10	box	CLIP, Backfold, 3"		
15	5	roll	PLASTIC TWINE, black/gray		
16	20	piece	TAPE, Transparent, 48mm width		
17	20	piece	TAPE, Transparent, 25mm width		
18	20	piece	TAPE, Packaging, 2", brown		
19	20	piece	CALCULATOR, Electronic, 12 digits		
20	25	piece	STAPLE WIRE REMOVER, Plier type		
21	25	piece	STAPLER WITH REMOVER		
22	15	piece	DATER STAMP		
23	15	piece	NUMBERING STAMP, 12 digits		
24	15	piece	STAMP PAD, No. 8		
25	20	bottle	STAMP PAD INK, Violet		
26	25	pad	STICKY NOTE, 3" x 4", 100 sheets/pad		
27	25	pad	STICKY ON, Flag type		
28	20	piece	RULER, Plastic, 12"		
29	5	box	RUBBER BAND, Big		
30	5	box	RUBBER BAND, Small (regular)		
31	25	box	PAPER CLIP, Plastic coated, 25mm		
32	25	box	PAPER CLIP, Plastic coated, 33mm		
33	2	piece	PENCIL SHARPENER, Table top, heavy duty		
			>>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Fifteen (15) days upon receipt of approved Purchase Order (PO)		
			Area of Delivery: SWADT Oriental Mindoro Office (Capitol Complex Camilmil, Calapan City, Oriental Mindoro)		
			Contact Person: MS. SONIA C. MAÑEBO Contact Number: 0999-381-2235		
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Eighty-Seven Thousand Six Hundred Fifty Pesos Only (Php 187,650.00)		
			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 Oriental Mindoro Office for the 4th Quarter of CY-2022.

PR No.: 2022-09-0941-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.