



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

REQUEST FOR QUOTATION

RFQ No. 2022-09-0982 Shopping B

Date: September 29, 2022

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

Sir/Madam:

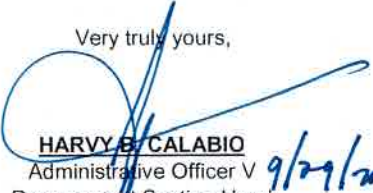
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures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

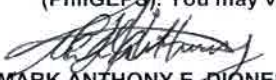
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: maediones@dswd.gov.ph not later than 5:00 PM on October 06, 2022 (Thursday). Quotations submitted to different email address(es) 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 2022-09-0986, October 06, 2022.

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: 30 CD after receipt of approved Purchase Order
- Place of Delivery: SWAD Palawan, (3rd Floor F.D. Building cor. Carandang St., Brgy. Manggahan, Puerto Princesa City Palawan
- Terms of Payment: within 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 "**


MARK ANTHONY E. DIONES

Telefax: 5336-8106 to 07 loc 24052
Contact Number: 09565162748

Signature Over Printed Name
(Supplier)



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RFQ 2022-09-0982 Shopping B

Date: _____ (should be filled up by supplier)

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

MOP: Shopping B

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
1	100	Piece	Gelpen, .05mm (Black)			
2	10	Box	Binder Clamp, 25mm			
3	15	Box	Binder Clamp, 32mm			
4	20	Box	Binder Clamp, 41mm			
5	2	Piece	Calculator, Electronic with 12 Digits Display			
6	340	Piece	Correction tape, film based type, UL 6m min			
7	20	Piece	Flexi Boxes 50 Liters			
8	60	Piece	Flexi Boxes 70 Liters			
9	25	Bottle	Ink Bottle Brother BT-6000 BLACK			
10	11	Bottle	Ink Bottle Brother BT-5000 CYAN			
11	11	Bottle	Ink Bottle Brother BT-5000 MAGENTA			
12	11	Bottle	Ink Bottle Brother BT-5000 YELLOW			
13	100	Piece	Long Expanded Brown Envelope			
14	65	Piece	Long Folder			
15	25	Piece	MARKER Flourecent, Green			
16	50	Piece	MARKER Permanent Black			
17	20	Box	Metal File Fastener			
18	10	Bottle	Multi-Purpose Glue, 240g			
19	25	Pad	Note Pad 3"x3"			
20	500	Ream	Paper, Multi-copy, 80 gsm, size: 210mm x 297mm			
21	400	Ream	Paper, Multi-copy, 80 gsm, size: 216mm x 330mm			
22	10	Roll	Plastic Twine			
23	10	Piece	Record Book, 85 500 pages			
24	20	Box	Rubber Band Size stationary no. 18			
25	10	Piece	Scissors, Heavy Duty 11 Inches			
26	15	Piece	Staple wire remover, Heavy Duty			
27	10	Piece	Stapler, Heavy Duty			
28	50	Roll	TAPE, PACKAGING, width:48mm			
29	50	Roll	TAPE, Transparent, width: 48mm			
			*** Nothing Follows***			
			Target Delivery: 30 CD after receipt of approved Purchase Order			
			Delivery Place: SWAD Palawan, (3rd Floor F.D. Building cor. Carandang St., Brgy. Manggahan, Puerto Princesa City Palawan			
			Contact Person: Eric P. Aborot			
			Contact No.: 0977-8560-040			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Four Hundred Twenty-Eight Thousand Seven Hundred Fifty-Five Pesos Only (Php 428,755.00)			
				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."		

PURPOSE: For the use of CIS PSP-AICS SWAD OFFICE PALAWAN 4TH QUARTER

PR No.: 2022-09-0982 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 Section within three (3) days from the date advance copy was served thru email. 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.