



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

REQUEST FOR QUOTATION

RFQ No. 2022-08-0895 Shopping B

Date: September 1, 2022

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

Sir/Madam:

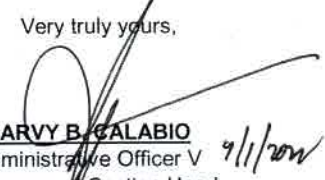
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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** may be 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 September 8, 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 2022-08-0895, September 8, 2022.**

Very truly yours,


HARVY B. GALABIO
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: 15 Days after receipt of approved Purchase Order
- Place of Delivery: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)
- 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 2022-08-0895 Shopping B

Date: _____ (should be filled up by supplier)

MOP: Shopping B

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
1	100	Cartridge	Ink Cartridge, HP, #680, Black			
2	100	Cartridge	Ink Cartridge, HP, #680, Black			
3	2	Ink	Ink Tank, Cannon, Black 751			
4	2	Ink	Ink Tank, Cannon, Cyan 751			
5	2	Ink	Ink Tank, Cannon, Magenta 751			
6	2	Ink	Ink Tank, Cannon, Yellow 751			
7	20	Bundle	Looseleaf cover, Legal, 50 pieces/bundle			
8	10	Box	Envelope, Documentary, Kraftboard expanding with strap, 100pcs/Box			
9	10	Ream	Parchment paper, A4, 85 GSM color: Cream 100pcs/ream			
10	150	piece	Clearbook, 20 pockets, Legal size, color, yellow, Refillable			
11	50	Set	Clearbook, Refill pocket, Transparent, Plastic, Legal size, 20pieces/set			
12	30	Roll	Tape, Masking 2"			
13	20	Roll	Tape Dispenser, 1" Table top			
14	50	Pad	Note pad, 3x3"			
15	50	Pad	Note pad, 3x4"			
16	30	Pack	Battery AA, 2Pieces/Pack			
17	500	Piece	Correction Tape, Film based Type, 8 meters			
18	10	Piece	Tape Cassette, Laminated, 24mm Black on White Tape, 8m Tze-251, For Barcode Sticker			
			*** Nothing Follows***			
			Target Delivery: 15 Days after Approved PO			
			Delivery Place: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Two Hundred Sixty-One Thousand Seven Hundred Pesos Only (Php 261,700.00)			
				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: Additional Office Supplies for the use of all Division in DSWD FO IV-MIMAROPA (4th Quarter of 2022 use)
PR No.: 2022-08-0895 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.