



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

REQUEST FOR QUOTATION

RFQ No. 2022-09-1012 SHOPPING B

Date: October 7, 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 14, 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 2022-09-1012, October 14, 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: 7 CD 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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Date: _____ (should be filled up by supplier)

MOP: SHOPPING B

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
1	50	Cartridge	Ink Cartridge, HP, #680, Black			
2	50	Cartridge	Ink Cartridge, HP, #680, Tricolor			
3	15	Bottle	Ink Cartridge, Epson L-5190 series, 003, Black			
4	10	Bottle	Ink Cartridge, Epson L-5190 series, 003, Cyan			
5	10	Bottle	Ink Cartridge, Epson L-5190 series, 003, Magenta			
6	10	Bottle	Ink Cartridge, Epson L-5190 series, 003, Yellow			
7	50	Set	Marker, Fluorescent type, 3 colors per set			
8	10	Reams	Parchment Paper, A4, 85 GSM, color: cream, 100pieces/ream			
9	30	Piece	Clearbook; 20 pockets, legal size, color: red, pink and green, refillable (10pieces per color)			
10	3	Set	Clearbook refill pocket, transparent, plastic, legal size, 20pieces/set			
11	100	Set	Arrow Flag/Note Flag, sign here, adhesive, assorted color			
12	50	Box	Clip, backfold, 50mm (2"), 12pieces/box			
13	50	Piece	Data Folder, made of chipboard, with tagila lock, color: blue and black (25 pieces per color)			
14	500	Reams	Paper, multi copy paper, A4 size, 80 gsm			
15	100	Piece	Manila Paper			
16	30	Pack	Battery, AA, 2 pieces/pack			
17	10	Bottle	Stamp Pad Ink, black, 50ml			
18	20	Piece	Calculator, 12 digits, casio			
19	20	Piece	Cutter, retractable, Heavy duty			
20	100	Roll	Tape, transparent, 24mm (1")			
21	20	piece	Tape Cassette, Laminated, 24mm, Black on white tape 8m, Tze-251, for barcode sticker			
			*** Nothing Follows***			
			Target Delivery: 7 CD after receipt of approved Purchase Order			
			Delivery Place: Delivery Place: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Two Hundred Seventy-Four Thousand One Hundred Fifty Pesos Only (Php 274,150.00)			
				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.: 2022-09-1012 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.