



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

REQUEST FOR QUOTATION

RFQ No. **2023-02-0265 SHOPPING B**

Date: **March 13, 2023**

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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return** and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as **Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). 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 and maediones@dswd.gov.ph not later than **5:00 PM on March 20, 2023 (Monday)**. 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 3-13-2023
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: **7-15 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 ldc. 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	:	
PhilGEPS Reg. No.	:	

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
			ICT OFFICE SUPPLIES			
1	6	Set	Printer Ink of Epson L4260 (Magenta, Cyan, Yellow, Black)			
2	5	Set	Printer Ink of Epson L15150 (Magenta, Cyan, Yellow, Black)			
3	20	Pcs	White Liquid chalk pen marker for glass board			
4	10	Pcs	Heavy Duty Stapler with staple remover			
5	10	Pcs	Stick on notes "Sign Here"			
6	10	Box	Binder Clip (size 1 inch)			
7	10	Box	Binder Clip (size 2 inch)			
8	10	Box	Binder Clip (size 50mm)			
9	10	Box	Binder Clip (size 33mm)			
10	10	pcs	Double Sided Tape 1 inch			
11	4	Pack	Staple Wire No. 35 26/6			
12	4	Cartridge	Ink Tank, Cannon 750 Black XL			
13	3	Cartridge	Ink Tank, Cannon 751 Black			
14	3	Cartridge	Ink Tank, Cannon 751 Cyan			
15	3	Cartridge	Ink Tank, Cannon 751 Magenta			
16	3	Cartridge	Ink Tank, Cannon 751 Yellow			
17	2	Bottle	Ink Bottle HP GT51 Black Original			
18	10	Bottle	Ink Bottle HP GT52 Cyan Original			
19	10	Bottle	Ink Bottle HP GT52 Magenta Original			
20	10	Bottle	Ink Bottle HP GT52 Yellow Original			
21	10	Bottle	Ink Bottle HP GT53 XL Black Original			
22	5	Cartridge	HP Laserjet Pro 79A. Black			
23	3	pcs	Tze Tapes Laminated Tape 12mm/ 47			
24	3	pcs	Tze Tapes Laminated Tape 24mm/ 94			
			*** Nothing Follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Eighty Thousand Pesos Only (Php 75,000.00)			
				Note: Please specify brand model/origin .		

PURPOSE: to be used by ICT Section for the 1st semester

PR No.: 2023-02-0265 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.**