



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

REQUEST FOR QUOTATION

RFQ No. 2023-03-0536 Shopping B

Date April 4, 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 April 11, 2023 (Tuesday)**. 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,

HARVEY B. CALABIO
Administrative Officer V
Procurement Section Head

4/5/23

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: DSWD SWADT OFFICE 2nd Flr. RKT Bldg., JP Rizal st., Cor Bayabas Lalud, Calapan City, Oriental Mindoro
- 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)

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) 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
1	100	pcs	Long Folder, White			
2	30	pcs	Short Folder, White			
3	20	pcs	Expanded Green Folder Long			
4	10	pcs	Expanded Blue Folder Long			
5	100	pcs	Brown Long Envelope			
6	20	pcs	Brown Short Envelope			
7	24	pcs	CorrectionTape, 6 meters, 1 piece individual Plastic			
8	50	pcs	Ultra fine Gel Pen (0.5) Black			
9	20	pcs	Ultra fine Gel Pen (0.5) Blue			
10	5	box	Ballpoint Pen, fine point, Black, 12 pcs/box			
11	24	pcs	Sticky Note Pad 3" x 3", 100 sheet per pad			
12	20	pcs	Sticky Flag Page Marker, 1/2 in 1 3/4 in assorted			
13	4	box	Plastic Fastener #4, 50 pcs per box			
14	4	box	File storage box, Magazine Holder			
15	24	bottle	EPSON, Ink 003 Black			
16	4	bottle	EPSON, Ink 003 Magenta			
17	4	bottle	EPSON, Ink 003 Cyan			
18	4	bottle	EPSON, Ink 003 Yellow			
19	6	bottle	EPSON, Ink T664 Black			
20	2	bottle	EPSON, Ink T664 Magenta			
21	2	bottle	EPSON, Ink T664 Cyan			
22	2	bottle	EPSON, Ink T664 Yellow			
23	1	pcs	Pencil, lead with eraser, one dozen per box			
24	12	pcs	Highlighter pen, assorted colors			
*** Nothing Follows***						
PAGE 1 OF 2						
				Note: Please specify brand model/origin .		

PURPOSE: Office Supplies for the use of SLP Oriental Mindoro Staff
PR No.: 2023-03-0536 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.



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25	1	pcs	Paperclip, Small			
26	1	box	Paperclip, Big			
27	6	box	Binderclip, Small			
28	2	box	Binderclip, Big			
29	2	pcs	Glue, All purpose, 130 grams			
30	3	reams	Copy Paper, Letter			
31	60	reams	Copy Paper, A4 80gsm			
32	2	reams	Copy Paper, Legal Size 80 gsm			
33	2	box	Stapler Heavy Duty No. 35			
34	2	pcs	Stapler Remover (Scissor Type)			
35	2	pcs	Eraser, Non Dust			
36	2	box	Staple Wire No. 35			
37	2	pcs	Calculator			
38	6	pcs	Tape Transparent 24mm, 50 meters			
39	8	pcs	Tape Transparent 48mm, 50 meters			
40	2	pcs	Tape Packaging, 48mm, 50 meters			
41	2	pcs	Double Sided Adhesive Tape			
42	2	pcs	Permanent marker, Broad Black			
43	2	pcs	Permanent marker, Broad Blue			
44	6	pcs	Plastic Office Storage Box, 87 Liters			
45	1	pcs	White Board Marker ink Refill			
46	1	pcs	Scissors Heavy Duty, Big			
47	24	pcs	Record Book, 500 Pages			
48	1	pcs	Puncher			
49	2	set	Parchment Paper, Legal Size, 10 pcs per set			
50	6	pcs	Ruler			
*** Nothing Follows***						
PAGE 2 OF 2						
TOTAL APPROVED BUDGET FOR THE CONTRACT: Fifty-Three Thousand Nine Hundred Ninety-Five Pesos Only 53,995.00				(Php		
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