



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

REQUEST FOR QUOTATION

RFQ No. 2023-03-0538 Shopping B

Date: April 4, 2023

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email Address \_\_\_\_\_  
Company TIN \_\_\_\_\_  
PhilGEPS Reg. No. \_\_\_\_\_

Sir/Madam:

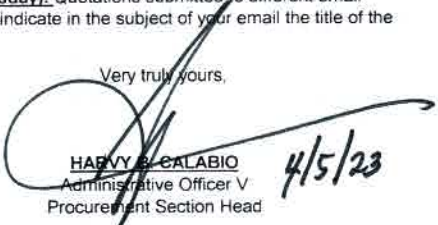
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures 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](mailto:procurement.fomimaropa@dswd.gov.ph) and [maediones@dswd.gov.ph](mailto: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: SWAD Office San Jose, Occidental 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](http://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 2023-03-0538 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) 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 ✓	63	pcs	correction tape, 6 maters (min ), 1 piece indivual plastic			
2 ✓	15	box	Fastener, Plastic Coated			
3 ✓	15	pcs	Highlighter			
4 ✓	2	box	Gel pen, black (0.5mm) (10pcs/box)			
5 ✓	18	box	Ball pen, black (0.5mm) (10pcs/box)			
6 ✓	10	roll	Transparent Tape, 2"			
7 ✓	22	roll	Transparent Tape, 1"			
8 ✓	2	pack	Expandable Folder, Legal Size, 100's			
9 ✓	2	pack	Expandable Envelop, Legal Size, 100's			
10 ✓	20	box	Binder clip, 2" (12pcs/Box)			
11 ✓	20	box	Binder clip, 1" (12 pcs/box)			
12 ✓	17	box	Staple Wire, size 35			
13 ✓	3	pcs	Stapler, Heavy Duty			
14 ✓	5	pcs	Staple Wire Remover			
15 ✓	3	pcs	Scissors, 10"			
16 ✓	10	bottle	003 Epson Black Ink			
17 ✓	10	bottle	003 Epson Magenta Ink			
18 ✓	10	bottle	003 Epson Cyan Ink			
19 ✓	10	bottle	003 Epson Yellow Ink			
20 ✓	85	ream	Paper, Multi Purpose, A4 size, 70 gsm			
21 ✓	20	ream	Paper, Multi Purpose, 8.5" x 13 size, 70 gsm			
22 ✓	15	pcs	Record book, 300 pages			
23 ✓	2	pcs	Puncher, heavy Duty			
24 ✓	3	pcs	Calculator, Standards 12 digits			
			*** Nothing Follows ***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Fifty Seven Thousand Pesos Only (Php 57,000.00)			
				Note: Please specify brand model/origin .		

PURPOSE:	Office Supplies for SLP Occidental Mindoro Staff for 2nd Quarter CY 2023
PR No.:	2023-03-0538 Shopping B

	VAT	Non-VAT
1. <b>Business type</b>		
2. <b>Business name</b>		
3. <b>Business address</b>		
4. <b>Business phone</b>		
5. <b>Business email</b>		
6. <b>Business website</b>		
7. <b>Business description</b>		
8. <b>Business products</b>		
9. <b>Business services</b>		
10. <b>Business revenue</b>		
11. <b>Business expenses</b>		
12. <b>Business profit</b>		
13. <b>Business loss</b>		
14. <b>Business assets</b>		
15. <b>Business liabilities</b>		
16. <b>Business equity</b>		
17. <b>Business debt</b>		
18. <b>Business credit</b>		
19. <b>Business reputation</b>		
20. <b>Business history</b>		
21. <b>Business future</b>		
22. <b>Business success</b>		
23. <b>Business failure</b>		
24. <b>Business growth</b>		
25. <b>Business decline</b>		
26. <b>Business stability</b>		
27. <b>Business risk</b>		
28. <b>Business opportunity</b>		
29. <b>Business challenge</b>		
30. <b>Business achievement</b>		
31. <b>Business setback</b>		
32. <b>Business milestone</b>		
33. <b>Business anniversary</b>		
34. <b>Business celebration</b>		
35. <b>Business commemoration</b>		
36. <b>Business recognition</b>		
37. <b>Business honor</b>		
38. <b>Business award</b>		
39. <b>Business prize</b>		
40. <b>Business trophy</b>		
41. <b>Business medal</b>		
42. <b>Business diploma</b>		
43. <b>Business certificate</b>		
44. <b>Business license</b>		
45. <b>Business permit</b>		
46. <b>Business registration</b>		
47. <b>Business incorporation</b>		
48. <b>Business partnership</b>		
49. <b>Business joint venture</b>		
50. <b>Business alliance</b>		
51. <b>Business coalition</b>		
52. <b>Business consortium</b>		
53. <b>Business network</b>		
54. <b>Business community</b>		
55. <b>Business industry</b>		
56. <b>Business sector</b>		
57. <b>Business market</b>		
58. <b>Business economy</b>		
59. <b>Business system</b>		
60. <b>Business structure</b>		
61. <b>Business organization</b>		
62. <b>Business management</b>		
63. <b>Business operation</b>		
64. <b>Business process</b>		
65. <b>Business method</b>		
66. <b>Business technique</b>		
67. <b>Business skill</b>		
68. <b>Business talent</b>		
69. <b>Business ability</b>		
70. <b>Business knowledge</b>		
71. <b>Business experience</b>		
72. <b>Business expertise</b>		
73. <b>Business proficiency</b>		
74. <b>Business competence</b>		
75. <b>Business capability</b>		
76. <b>Business capacity</b>		
77. <b>Business potential</b>		
78. <b>Business possibility</b>		
79. <b>Business probability</b>		
80. <b>Business chance</b>		
81. <b>Business opportunity</b>		
82. <b>Business prospect</b>		
83. <b>Business outlook</b>		
84. <b>Business forecast</b>		
85. <b>Business prediction</b>		
86. <b>Business expectation</b>		
87. <b>Business hope</b>		
88. <b>Business wish</b>		
89. <b>Business desire</b>		
90. <b>Business want</b>		
91. <b>Business need</b>		
92. <b>Business requirement</b>		
93. <b>Business demand</b>		
94. <b>Business request</b>		
95. <b>Business suggestion</b>		
96. <b>Business recommendation</b>		
97. <b>Business advice</b>		
98. <b>Business counsel</b>		
99. <b>Business guidance</b>		
100. <b>Business instruction</b>		
101. <b>Business direction</b>		
102. <b>Business leadership</b>		
103. <b>Business management</b>		
104. <b>Business operation</b>		
105. <b>Business process</b>		
106. <b>Business method</b>		
107. <b>Business technique</b>		
108. <b>Business skill</b>		
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113. <b>Business expertise</b>		
114. <b>Business proficiency</b>		
115. <b>Business competence</b>		
116. <b>Business capability</b>		
117. <b>Business capacity</b>		
118. <b>Business potential</b>		
119. <b>Business possibility</b>		
120. <b>Business probability</b>		
121. <b>Business chance</b>		
122. <b>Business opportunity</b>		
123. <		

(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.**