



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

REQUEST FOR QUOTATION

RFQ No. 2023-03-0557 SHOPPING B

Date: April 3, 2023

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

Sir/Madam:

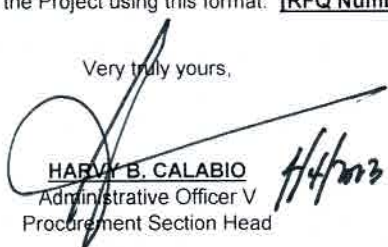
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures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

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 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)



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

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

RFQ No. 2023-03-0557 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	10	Pack	Board Paper, Plain, White, A4 Size, at least 140gsm, 10 sheets/pack ✓			
2	10	Pack	Board Paper, Plain, White, A4 Size, at least 200gsm, 10 sheets/pack ✓			
3	5	Pack	Board Paper, Plain, White, Legal Size, at least 200gsm, 10 sheets/pack ✓			
4	5	Pack	Double sided photo paper, Glossy, A4 Size, at least 150gsm, 50sheets/pack ✓			
5	5	Pack	Photo paper, No Back Print, Glossy, A4 Size, atleast 200gsm 20 sheets/pack ✓			
6	10	Piece	Cutter/Utility Knife for general purpose, Retractable Cutter ✓ Specs: with anti-slip grip, built in blade snapper, stainless steel blade Sliding track, and with safety screw locking mechanism Blade specs: Length: 100mm, Width, 16mm, Thickness: 0.40mm			
7	1	Piece	Five layer PVC Cutting Mat, Double Sided Markings, Clear Guide Lines, Dark Green with Yellow markings, A3 size. ✓			
8	2	Piece	Clipboard, Wooden, A4 size ✓			
9	1	Piece	Clipboard, Wooden, Legal size ✓			
10	10	Yards	Plastic Cover ✓			
11	3	Roll	Double Sided Tape with Foam, 24mmx10m/Roll ✓			
12	15	Roll	Transparent Tape, 24mmx10yards/roll ✓			
13	30	Piece	Highlighter pens, water based, with anti-dryout technology, refillable ✓			
14	5	Unit	Compact Calculator, Two way power source, LCD Display, with CE mark Manufacturer must be ISO 9001:2008 Certified			
15	2	Piece	Paper Cutter wood, A3 (15x18 in) size ✓			
16	10	Cart	Brother Toner Cartridge TN-2480 ✓			
17	30	Bottles	Epson 300 Eco Tank Replacement Ink Color, Black, 65ml ✓			
19	2	Units	Brother Drum DR-3215 ✓			
20	6	Tube	Blade Cutter/Utility Knife for General purpose, 10 blades/tube ✓			
PAGE 1 OF 2						
				Note: Please specify brand model/origin .		

PURPOSE: For the use of SLP RPMO Staff for 2nd Semester CY 2023
PR No.: 2023-03-0557 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.



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

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

RFQ 2023-03-0557 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) 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
21	20	Stick	All purpose glue stick 22g, Acid free			
22	10	Box	Liquid Ink Rollerball pen, Tip size 0.5mm, writing width: 0.30mm, Ink Color: Black, 12pcs/box			
23	10	Box	Liquid Ink Rollerball pen, Tip size 0.5mm, writing width: 0.30mm, Ink Color: Blue, 12pcs/box			
24	3	Box	Plastic Fastener, 70mm between prongs, 50 sets/box			
25	1	Box	Expanding Kraft Envelope, Legal, 100pcs/box			
26	12	Piece	Stapler, Standard Type, Staple Capacity: 200 Staples Minimum			
27	50	Piece	Storage Box, Plastic with Cover, 67 Liters, High density Polyethylene, very Durable, and impact resistant Dimension: 63cm (L) x 44cm (W) x 36cm (H)			
28	50	Box	Staple wire #35 for Standard type staplers, 5000 wires/box			
29	50	Pad	Sticky Pad, 3 x 3, 100 Sheets/pad, Color Yellow			
30	20	Box	Backfold Clip, 19mm, 12pcs/box			
31	50	Pad	Sticky Pad, 3 x 4, 100 Sheets/pad			
32	2	Box	Heavy Duty pressboard folder, size: 369mm x 242mm (-5mm), thickness: minimum 0.40mm, Expansion: 39mm (-3mm), 100pcs/box			
33	1	Piece	8 Digit Date Stamp roller			
34	2	Pack	Latex Fingertip Protective Orange Cots, 100pcs/pack			
35	30	Set	Self-Adhesive Index Tabs, Arrow shape, size: (W) 0.47in x x(L) 1.7 in, 100Flags/Set			
<p style="text-align: center;">>>>> NOTHING FOLLOWS <<<<<</p> <p style="text-align: center;">PAGE 2 OF 2</p> <p style="text-align: center;">TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Forty-Six Thousand Three Hundred Fifty-Five Pesos Only (Php 146,355.00)</p>						
				Note: Please specify brand model/origin .		

PURPOSE: For the use of SLP RPMO Staff for 2nd Semester CY 2023
PR No.: 2023-03-0557 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.**

☐
☐