



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

REQUEST FOR QUOTATION

RFQ No. KC-2023-03-0065

Date: March 17, 2023

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

Sir/Madam:

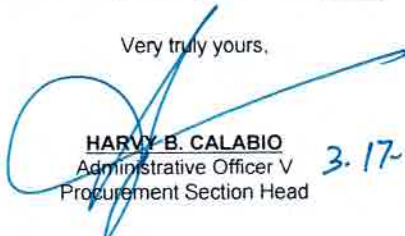
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 unnoritized 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 unnoritized). 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: [kcmimaropa-procurement@dswd.gov.ph](mailto:kcmimaropa-procurement@dswd.gov.ph)** not later than **5:00 PM on March 24, 2023 (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 Number], [Deadline of Submission]**.

Very truly yours,

  
**HARVEY B. CALABIO**  
Administrative Officer V  
Procurement Section Head

3.17.2023

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 days upon receipt of PO
- Place of Delivery: DSWD MIMAROPA FIELD OFFICE MALATE MANILA CITY
- 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"

  
**JERICO C. GAGA-A**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09190976674 / 09652364341

\_\_\_\_\_  
Signature Over Printed Name  
(Supplier)

RFQ No. KC-2023-03-0065

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				Bidder's Specifications (Please fill out the specifications in the space provided)		
No.	Qty.	Unit	PARTICULARS	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	15	boxes	BALL POINT PEN, I-Gel GI-165 0.5Mm Ballpen , 12 Pcs (BLACK)			
2	15	boxes	BALL POINT PEN, I-Gel GI-165 0.5Mm Ballpen , 12 Pcs (BLUE)			
3	10	boxes	BALL POINT PEN, I-Gel GI-165 0.5Mm Ballpen , 12 Pcs (RED)			
4	7	boxes	GEL PEN (SIGNPEN FOR SIGNATORIES) Blue, 1.0 needle point			
5	7	boxes	GEL PEN (SIGNPEN FOR SIGNATORIES) Black, 1.0 needle point			
6	61	boxes	BINDER CLIP, 19mm, 1 inch width 12pcs/box			
7	35	boxes	BINDER CLIP, 25mm, 1 inch width 12pcs/box			
8	30	boxes	BINDER CLIP, 32mm, 2 inches width 12pcs/box			
9	82	boxes	BINDER CLIP, 51mm, 2 inches width 12pcs/box			
10	2	boxes	BROWN ENVELOPE, A4, 380MM x 250 mm, 500pc/box			
11	3	packs	BROWN ENVELOPE, legal, 380MM x 250 mm, 100pcs/pack			
12	17	pieces	CALCULATOR, Compact, Electronic, LCD Display, 12 Digits, Two-Way Power Source (Solar and Cell)			
13	1	pieces	Cork Board 4x4 ft			
14	1	pieces	Cork Board 3x4 ft			
15	1	pieces	Cork board 24x36 inches			
16	10	boxes	Cork board pins			
17	4	boxes	CORRECTION TAPE, Disposable, Gear Type, Single Line Tape, 8 meters (min), 5mm width, 50pcs/box			
18	2	unit	CPU STAND HEIGHT ADJUSTABLE			
19	40	pieces	Desktop File Magazine Folder Holder - sections hollow documents organizer file dividers (DATA FILE BOX)			
20	40	rolls	Double sided tape 1"			
21	5	boxes	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet or elastic strap, 100pcs/box			
22	2	packs	ENVELOPE, Plastic Expanding, legal, 380MM x 250 mm, with handle, 50pcs/pack			
23	50	pieces	FOLDER, Expanding/Pressboard, legal, 380MM x 250 mm, Red			
24	30	pieces	FOLDER, Expanding/Pressboard, legal, 380MM x 250 mm, Light Pink			
25	30	pieces	FOLDER, Expanding/Pressboard, A4, 380MM x 250 mm, Light Pink			
26	8	packs	FOLDER, Expanding/Pressboard, legal, 380MM x 250 mm, white 100pcs/pack			
27	5	packs	FOLDER, with TAB, LEGAL, Tagboard, Leaf Dimension:240mm x 365mm, Tab 13mm, white, 100pc/pack			
28	30	pieces	Glue Stick (Not for Glue gun)			
29	36	jars	GLUE, Multi-Purpose, 240 grams			
30	2	unit	Heavy duty office Home Paper Cutter Guillotine Board Metal base for B5 A4 A5 B6 B7 pen plotter			
31	2	pieces	Heavy duty Stapler Binder Type, 250mm (9.84 inch)			
32	4	bundle	LOOSE LEAF Cover, 50pcs/bundle			
33	15	boxes	MARKER PEN, Permanent, 12/box, Black			
34	10	boxes	MARKER PEN, Permanent, 12/box, Black (Broad point)			
35	243	ream	MULTI COPY, A4 BOND PAPER, 80gsm, size: 210mm x 297mm			
36	3	packs	NON SLIP FINGER COTS WITH STOPPER-Orange Large 100pcs/pack			
37	10	packs	NON SLIP FINGER COTS WITH STOPPER-Orange Medium 100pcs/pack			
38	14	boxes	PAPER CLIPS 33mm 100pcs/box			
39	92	boxes	Paper clips, vinyl regular size 50mm 100pcs/box			
40	84	boxes	Paper Fastener, assorted color 70mm 50pcs/box			
41	20	boxes	Parchment paper A4, 100pcs/box			
42	2	boxes	PENCIL ERASER			
43	10	boxes	PENCIL WITH ERASER #2			
44	5	pieces	PENCIL SHARPENER, Manual, mountable type with metal clamp, single cutter head, 9-10 mm hole in diameter			
			*** PAGE 1 of 2***			



(should be filed in this summary)

MOP: SHOPPING R

[illegible]

Note: Please specify brand model/origin

	VAT	Non-VAT
1	100	100
2	100	100
3	100	100
4	100	100
5	100	100
6	100	100
7	100	100
8	100	100
9	100	100
10	100	100
11	100	100
12	100	100
13	100	100
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83	100	100
84	100	100
85	100	100
86	100	100
87	100	100
88	100	100
89	100	100
90	100	100
91	100	100
92	100	100
93	100	100
94	100	100
95	100	100
96	100	100
97	100	100
98	100	100
99	100	100
100	100	100

(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.



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I \_\_\_\_\_, of

\_\_\_\_\_ has received the **Request for**

**Quotation RFQ No.**      **KC-2023-03-0065**      from DSWD MIMAROPA Region intended for the

**PURCHASE OF OFFICE SUPPLIES TO BE USED BY KALAH-CIDSS RPMO FOR THE FY 2023**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Canvasser)

Position: \_\_\_\_\_

Date / Time of Delivery: \_\_\_\_\_

**Note:** This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.