



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

REQUEST FOR QUOTATION

RFQ No. **2023-05-0735** **SHOPPING B**
Date: **May 23, 2023**

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

Sir/Madam:

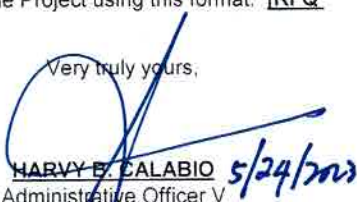
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures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

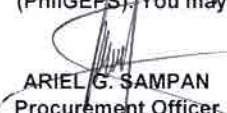
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila, or email to: procurement.fomimaropa@dswd.gov.ph not later than **5:00 PM on JUNE 13, 2023 (TUESDAY)**. Quotations submitted to the different email addresses (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: **15 DAYS UPON RECEIPT OF APPROVED P.O**
- Place of Delivery: **DSWD FO IV-MIMAROPA, 1680 F.T BENITEZ 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 "


ARIEL G. SAMPAN
Procurement Officer

Telephone Number: 5328-5111 to 15 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



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.: 2023-05-0735

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	5	PACK	Tissue, 2Ply, 12 Roll/Pack			
2	2	SET	Printer Ink of Epson L4260 (Magenta, Cyan, Yellow, Black)			
3	1	SET	Printer Ink of Epson L15150 (Magenta, Cyan, Yellow, Black)			
4	6	PCS	Tze Tapes Laminated Tapes 12mm/ 47"			
5	10	PCS	Tze Tapes Laminated Tapes 24mm/ 94"			
6	2	PCS	Heavy Duty Stapler Long Arm Stapler Gun			
7	100	ROLL	Thermal paper roll >paper width 80mm x 60mm			
8	10	PCS	Rabber Business Notebook A5 size			
9	10	BOX	Gel Pen , Black 0.5mm 12pcs/box			
10	2	PCS	2 IN 1 Puncher Circular 5mm 3mm Rectangular 3*13mm ID Cutter Hole Puncher			
11	5	GALLON	Alcohol 70% ethyl with moisturizer			
12	10	BOTTLES	Epson Ink 001, Black,			
13	200	PCS	Ballpoint Pen, Black			
*****NOTHING FOLLOWS*****						
Page 1 of 1						
Approved Budget for the Contract: Forty Thousand One Hundred Pesos (PHP 40,100.00)						

PURPOSE: To be use of ICT Section
 PR No.: 2023-05-0735 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.**