



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

REQUEST FOR QUOTATION

RFQ No. 2023-06-0803 SHOPPING B  
Date: June 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](mailto:procurement.fomimaropa@dswd.gov.ph)** not later than **5:00 PM on June 30, 2023 (Friday)**. 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,  
  
HARVY 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: 7 DAYS UPON RECEIPT OF APPROVED P.O
- Place of Delivery: 2nd Floor Servanez BLDG Gen. Luna St., Brgy Liwayway, Odiongan Romblon- SWAD Office
- 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 "**

ARIEL G. SAMPAN  
Procurement Officer  
Telephone Number: 5328-5111 to 15 loc. 24052  
Contact Number: 09984746898

Signature Over Printed Name  
(Supplier)

Procurement Form No. 04-A (Annex A)



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Annex A

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

RFQ No.: 2023-06-0803  
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
			<b>OFFICE SUPPLIES FOR SPPMO ROMBLON</b>			
1	12	BOX	Clip, Backfold, 32mm, 12pcs/box			
2	12	BOX	Clip, Backfold, 50mm, 12pcs/box			
3	7	BOTTLE	Ink Bottle, Epson L3110 series, Black 003			
4	6	BOTTLE	Ink Bottle, Epson L3110 series, Cyan 003			
5	6	BOTTLE	Ink Bottle, Epson L3110 series, Magenta 003			
6	6	BOTTLE	Ink Bottle, Epson L3110 series, Yellow 003			
7	10	REAM	Paper, Multicopy, 80gsm, size: 201mm x 297mm (A4)			
8	20	REAM	Paper, Multicopy, 80gsm, size: 216mm x 330mm (Legal)			
9	8	PCS	Stamp Pad with Ink (Violet)			
10	10	PCS	Tape, Transparent, Width: 24mm			
11	5	PCS	Tape, Transparent, Width: 48mm			
12	10	PCS	Marker Fluorecent, Green			
13	5	PCS	Marker Permanentt, Bullet Type, Black			
14	2	BOX	Pencil 12's			
15	5	BOX	Ballpen (Black) 12's			
16	5	PCS	Metal Staple Wire Remover (Plier Type)			
17	10	PCS	Envelop Plastic Expandable, Push Lock type, with handle, long			
18	1	PCS	Tape Dispenser, Heavy Duty, Material Packing Tape Dispenser Cutter, Packing Sealer Cutter			
19	2	PCS	Scotch Tape Dispenser, Small and Big Roll Tape			
20	3	BOX	Gel Pen, 0.5, Black			
21	5	PCS	Data File box, Made of Chipboard with close ends			
22	10	PAD	Notepad Stick On 3x3, 100 Sheets per pad			
			*****NOTHING FOLLOWS*****			
			Page 1 of 1			
			Approved Budget for the Contract: Thirty-Four Thousand Nine Hundred Thirty Five Pesos (PHP 34,935.00)			

PURPOSE: Procurement of Office Supplies for the use of SPPMO Staff for the implementation of Social Pension Program in the Province of Romblon  
PR No.: 2023-06-0803 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.