



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

REQUEST FOR QUOTATION

RFQ No. 2023-06-0804 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 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: 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 the format: **[RFQ Number]**. **[Deadline of Submission]**.

Very truly yours,

HARVEY B. CALABIO
Administrative Officer V
Procurement Section Head

6/23/2023

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: 15 DAYS UPON RECEIPT OF APPROVED P.O
- Place of Delivery: DSWD-SWADT PALAWAN, Rizal Ave. Extension cor. P Abrea Rd. Brgy Banca-Bancao Puerto Princesa City, Palawan
- 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: 5928-5111 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.: 2023-06-0804

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
1	3	BOX	Binder Clip, 30mm			
2	8	PCS	Correction Tape, film base type, UL 6m min			
3	15	BOTTLE	Ink Bottle Brother BT- 6000 Black			
4	10	BOTTLE	Ink Bottle Brother BT- 5000 Cyan			
5	10	BOTTLE	Ink Bottle Brother BT- 5000 Magenta			
6	10	BOTTLE	Ink Bottle Brother BT- 5000 Yellow			
7	30	PCS	Long Expanded Brown Envelope			
8	20	PCS	Long Brown Envelope			
9	20	PCS	Short Brown Envelope			
10	20	PCS	Long Folder White			
11	20	PCS	Long Folder Expanded			
12	4	BOX	Metal File Fastener 4"			
13	10	REAM	Paper, Multicopy, 80gsm size: 210mm x 297mm (A4)			
14	9	REAM	Paper, Multicopy, 80gsm size: 216mm x 330mm (Legal)			
15	1	PCS	Plastic Twine			
16	1	BOX	Rubber Band Size Stationary No. 18			
17	6	PCS	Stamp Pad Ink, Violet			
18	6	PCS	Stamp Pad Ink, Black			
19	8	ROLL	Tape, Transparent, width 24mm			
20	10	ROLL	Tape, Packaging, width 48mm			
21	10	ROLL	Tape, Transparent, width 48mm			
22	5	PCS	Flourecent Highlighter Pen, Pink			
23	5	PCS	Marker Permanet Black			
24	20	PCS	Gelpen signpen, Blue			
25	30	PCS	Ballpen, Black			
26	1	PCS	Tape Dispenser, Heavy-Duty			
27	1	PCS	Puncher, Heavy-Duty with 2 Hole			
28	5	BOX	Staple Wire, No. 35			
*****NOTHING FOLLOWS*****						
Page 1 of 1						
Approved Budget for the Contract: Thirty-Four Thousand Nine Hundred Seventy Pesos (PHP 34,970.00)						

PURPOSE: Procurement of Office Supplies for the use of Social Pension Palawan
 PR No.: 2023-06-0804 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.