



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

REQUEST FOR QUOTATION

RFQ No. 2023-06-0807 Shopping B
Date: June 19, 2023

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

Sir/Madam:

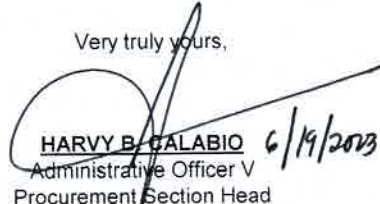
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 26, 2023 (Monday)** 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. GALABIO 6/19/2023
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 Field Office MIMAROPA Region - 1680 F.T. Benitez corner Malvar Sts., 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.: 2023-06-0807

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	PCS	Ink Cart, HP680 - Black			
2	15	PCS	Ink Cart, HP680 - Multi-Color			
			Ink EPSON 003 65 ml EcoTank L1110/3100/3110/3150/5190			
3	6	PCS	BLACK			
4	6	PCS	YELLOW			
5	6	PCS	MAGENTA			
6	6	PCS	CYAN			
7	20	REAM	Bond Paper - 500 Sheets: Substance - 20, 70 gsm: Size: 8.5 x 11 (Short Bond Paper) Color: White, Weight: 2.304kg			
8	4	PCS	Stand File Box - Size: 15" x 9.5" x 4.5" inch, Color: Blue, Highly Durable and Thick			
9	1	PCS	3- Tier Magazine Frame Document Tray Table File Organizer - Color Black: Material Metal: Length: 29cm Width: 24cm Height: 31cm, Surdy Lightweight Metal Mesh			
10	5	BOX	Binder Clips - Size 25mm, Color: Black, Material: Spring Steel, Packaging: 1 Dozen, Height: 31cm, Thickness: 0.4mm			
11	5	BOX	Binder Clips - Size 1 1/4 inch, Color: Black, Material: Spring Steel, Packaging: 1 Dozen, Thickness: 0.4 mm:			
12	5	PCS	Transparent Clip Board (Clear) Size: A4 (210 x 297mm), Orientation: Portrait Material: Polyethylene			
			Fine Ball Point Pen - 12pcs: 0.5mm, Gel Sign Pen, Direct Flow Ballpoint Pen			
13	1	BOX	BLACK			
14	1	BOX	BLUE			
15	1	BOX	RED			
16	5	PACK	Brown Envelop - Size 10 x 15 inch, 10 pieces (120g) Color: Brown, Dimensions: 38.20 x 0.70 x 23cm Weight: 0.243kg			
17	50	PCS	Catalog Envelop with String - 250 lbs White/Kraft 10 x 15 Color Brown, Filing type: Letter file			
			*****NOTHING FOLLOWS*****			
			Page 1 of 1			
			Approved Budget for the Contract: Twenty-Seven Thousand Seven Hundred Eighty Pesos Only (PHP 27,780.00)			

PURPOSE: PROCUREMENT OF OFFICE SUPPLIES FOR PSD-RRPTP PROGRAM STAFF
PR No.: 2023-06-0807 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.