

REQUEST FOR QUOTATION

RFQ No. 2023-07-0987 Shopping-B

Date: July 26, 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: ejcnolasco@dswd.gov.ph** not later than **5:00 PM on August 2, 2023 (Wednesday)**. 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,

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: **Twenty (20) Calendar Days after receipt of Approved Purchase Order**
- Place of Delivery: **Pantawid Provincial Operation Office, 2nd Floor, E and F Building, Rizal St., Brgy. Pob VI, San Jose, Occidental Mindoro**
- 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 "**

EMMA JOY C. NOLASCO

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09994602492

Signature Over Printed Name
(Supplier)



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

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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
SUPPLIES FOR THE CONDUCT OF PUGAY TAGUMPAY IN OCCIDENTAL MINDORO						
1	180	pack	Parchment Paper, a4 size, 20/pack			
2	30	pcs	Cartolina, white			
3	30	pcs	Cartolina, blue			
4	30	pcs	Cartolina, red			
5	180	pcs	Certificate Holder, A4 size: 210mm x 297mm w/2 hangers for portrait or landscape orientations: Super Clear Transparency			
6	50	pcs	Permanent Marker, Bullet type			
7	50	pcs	Glue, 130g			
8	20	box	Thumbtacks			
9	50	yard	Geena Cloth			
10	2	pcs	Bond Paper, a4, 80 gsm			
11	2	pcs	Stapler with remover, standard size Load Cap 200 staple Box #35, heavy duty			
12	15	box	Staple Wire, #35 (5,000pcs/box) fits all standard stapler			
13	10	pack	Glitters, 1/4			
14	4	cart	Ink, epson, 003, black			
15	4	cart	Ink, epson, 003, colored			
16	3	pcs	Cutter Knife, heavy duty, metal case, 18x100mm			
17	12	pcs	Scissor(size: 175mm) material: stainless steel blade, pointed tip and symmetric handle design			
18	10	roll	Flower Wire			
19	20	pcs	Tape, Transparent, 1 inch, 50mm			
20	20	pcs	Tape, Transparent, 2 inches, 50mm			
*****NOTHING FOLLOWS*****						
page 1 of 2						
Note: Please specify brand model/origin .						

PURPOSE: SUPPLIES FOR THE CONDUCT OF PUGAY TAGUMPAY IN OCCIDENTAL MINDORO
PR No.: 2023-07-0987 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.



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SUPPLIES FOR THE CONDUCT OF PUGAY TAGUMPAY IN OCCIDENTAL MINDORO						
21	10	roll	Tie Wire (alambre), #16			
22	20	pcs	Double Sided taper, 1"			
23	20	pack	Cable Tie, clear, 100			
24	8	pcs	Styro, whole, 1/2', 2x3			
25	5	ltr	Paint, blue			
26	5	ltr	Paint, white			
27	5	ltr	Paint, red			
28	50	pcs	Balloons, blue, medium			
29	50	pcs	Balloons, white, medium			
30	50	pcs	Balloons, red, medium			
31	50	pcs	Glue Stick, big			
32	10	roll	Plastic Ribbon, blue, 1"			
33	10	roll	Plastic Ribbon, blue, 2"			
34	10	roll	Plastic Ribbon, white, 1"			
35	10	roll	Plastic Ribbon, white, 2"			
36	10	roll	Plastic Ribbon, red, 1"			
37	10	roll	Plastic Ribbon, red, 2"			
38	19	pack	Candle #20x4			
*****NOTHING FOLLOWS*****						
TOTAL APPROVED BUDGET FOR THE CONTRACT: Fifty Seven Thousand One Hundred Twenty Five Pesos Only (Php 57,125.00)						
page 1 of 2						
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