

REQUEST FOR QUOTATION

RFQ No. **KC-2023-08-0273**

Date: **August 30, 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: samdomingo@dswd.gov.ph** not later than **5:00 PM on September 4, 2023 (Monday)**. 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:

1. Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
2. Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
3. Services shall be delivered on: **7-15 days upon receipt of approved P.O**
4. Place of Delivery: **DSWD Field Office MIMAROPA, 1680 F. T Benitez cor Malvar Sts., Malate, Manila**
5. 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**
6. 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.**
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: _____
10. 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 "

SHEIWE ANN M. DOMINGO
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 0910-750-7941

Signature Over Printed Name
(Supplier)



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

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS

RF(KC-2023-08-0273

Date: _____ (should be filled up by supplier)

MOP: SHOPPING FOR GOODS

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	Unit Cost	Total Cost
1	4	piece	File Organizer 2 layers			
2	4	piece	Tape dispenser			
3	10	roll	TAPE, MASKING, width: 24mm (±1mm)			
4	10	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
5	10	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
6	4	piece	Scissor, 180 mm			
7	4	Box	Stapler (medium)			
8	4	piece	Stamp pad with ink			
9	2	piece	Glue (1010g)			
10	4	piece	Self-Inking Dater stamp, 4mm			
11	5	Box	Paper Fastener, Plastic, Standard Size			
12	50	piece	Paper binder clip size 25mm			
13	50	box	Paper binder clip size 32mm			
14	30	box	Paper binder clip size 51mm			
15	5	piece	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
16	20	box	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip, 12s / box			
17	20	box	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip, 12s / box			
18	20	box	MARKER PEN, Permanent, Black, 12s / box			
19	10	pack	Highlighter Marker pen (assorted colors), 3pcs / pack			
20	10	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal).			
21	10	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
22	100	piece	White File Folder, Short size			
23	2,500	piece	White File Folder, Long size			
24	350	piece	Expandable Folder, 9.5 inches x 13.5 inches, Red, Blue or green color only			
25	100	piece	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet or elastic strap			
26	100	piece	Brown Envelope, Long Size			
27	100	piece	Brown Envelope, Short Size			
28	20	box	Paper clips, vinyl regular size 50mm			
29	20	piece	Plastic envelop with handle, expanding, legal size, push lock, transparent			
30	50	packs	Sign Here sticky notes, one pack has 5 colors approx 100pcs per pack, neon translucent type sticky note signs			
31	50	piece	Magazine File Box, Carboard material, Dimension: 15.5 x 4.5 x 9.5, green color only			
32	3	piece	Trodat Dat with customized name (S-223 ma.18x47 mm/ 3/4"x1-7/8"), Font (Arial Narrow) Font Size (12) 1. Ma. Angelica M. Latorena, RSW BP2P- Social Welfare Officer KALAH-I- CIDSS 2. Maria Paula N. Naga, RSW BP2P- Social Welfare Officer KALAH-I- CIDSS 3. Jessica V. Batan BP2P- Project Development Officer Sustainable Livelihood Program			
33	50	pack	Parchment Paper, A4 size, 10 sheets per pack, 90 gsm			
34	4	piece	Hard cover notebook, A5 size, assorted color, atleast 100 sheets, with strap			
			NOTHING FOLLOWS			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Twenty-Five Thousand Five Hundred Forty Pesos only (Php 125,540.00)			
			Note: Please specify brand model/origin .			

PURPOSE: Office Supplies for Balik Probinsya Bagong Pag-asa Program

PR No.: KC-2023-08-0273

(Signature over Printed name)
Supplier

☐ VAT
☐ Non-VAT

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.



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. **KC-2023-08-0273** from DSWD MIMAROPA Region intended for the

Office Supplies for Balik Probinsya Bagong Pag-asa Program

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.

LAY OUT FOR SELF INKING STAMPS

Font Style: Arial Narrow

Size

MA. ANGELICA M. LATORENA, RSW	→	12
BP2P – Social Welfare Officer	→	11
KALAH-CIDSS		

MARIA PAULA N. NAGA, RSW	→	12
BP2P – Social Welfare Officer	→	11
KALAH-CIDSS		

JESSICA V. BATAN	→	12
BP2P – Project Development Officer	→	11
Sustainable Livelihood Program		