

REQUEST FOR QUOTATION

RFQ No. **2023-07-0960 SHOPPING B**

Date: **August 02, 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) and [maediones@dswd.gov.ph](mailto:maediones@dswd.gov.ph) not later than **5:00 PM on August 09, 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: **15 CD after receipt of approved Purchase Order**
- Place of Delivery: **DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., 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](http://www.philgeps.gov.ph) to register "

**MARK ANTHONY E. DIONES**

Telefax: 5336-8106 to 07 loc. 24052

Contract Number: **09565162748**

Signature Over Printed Name  
( Supplier)

( Supplier)

RFQ 2023-07-0960 SHOPPING B

Date: \_\_\_\_\_ (should be filled up by supplier)

**MOP: SHOPPING B**

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	10	Bottle	Multi-Purpose Glue, Safe, Non-Toxic, with Twist cap, 240g			
2	30	Bottle	Epson 003 Eco Tank Replacement Ink, Color, Black, 65ml			
3	300	Ream	Paper, Copy Multi-Purpose, A4, 80 gsm 500 sheets/ream			
4	12	Piece	Stapler, Standard Type, Staple Capacity: 200 Staples Minimum			
5	2	Pack	Latex Fingertip Protective Orange finger Cots 100/pack			
6	80	Set	Self-Adhesive Index tabs, arrow shape, Size:(W) 0.47 in x (L) 1.7 in, 100 Flags/set			
7	10	Units	Extension Cord With Switch 4 Gang, 2500W 10A 250V 4 Gang 1.83 Meters cord length, with overload protection, indicator light, individual switch, Safety circuit breaker, grounding system connection, rigid brass strips impact resistant and Highly conductive			
8	10	Pcs	Self-Inking Dater 4MM Flip stamp, black ink, size: L 1.69" x W 1.06" x H 2.87"			
9	15	Pack	AAA Alkaline Batteries, 10 years Shelf Life No leak Guarantee upto 2 years, 4pcs/pack			
10	15	Pack	AA Alkaline Batteries, 10 years Shelf Life No leak Guarantee upto 2 years, 4pcs/pack			
11	15	Piece	Multi-Purpose scissor, 8 inches, High Quality durable stainless steel, with soft grip handles			
12	5	Pack	Laminating Film, A4 Size, 250 microns, 20 films/pack			
13	36	Piece	Ballpoint pen, Retractable, 0.5mm, Black			
14	36	Piece	Ballpoint pen, Retractable, 0.5mm, Blue			
15	12	Piece	Ballpoint pen, Retractable, 0.5mm, Red			
16	4	Piece	Personalized Self Inking Stamp 17mm x 43mm Up to 6 Lines and 43 Characters, Black Ink			
17	2	Box	Stainless Steel Metal Fastner, 50 Sets/Box			
18	20	Piece	Magazine file box, Color blue, chipboard (min):3mm thick Leatherette paper Outside cover, coated paper inside lining size: 15 in x 9.5 in x 4.5 in			
19	4	Piece	Clipboard Wooden, A4 Size			
20	4	Piece	Clipboard Wooden, Legal Size			
21	3	Piece	Manual Pencil Sharpener, Table Mountable type, with metal clamp, single cutter-head, one hole guide, 9 -10mm in a diameter, Metal body/casing, Its cutter, pinoin gear, internal gear and handle must be metal			
22	8	Piece	Wooden Printer rack, Easy to assemble Dimensions: 45cm x 35 cm x 5cm			
			*** Nothing Follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			One Hundred Twenty-One Thousand Five Hundred Eighty Pesos Only			
			(Php 121,580.00)			
				Note: Please specify brand model/origin .		

PURPOSE:	For the use of SLP RPMO Staff for 3rd Quarter CY 2023
PR No.:	2023-07-0960 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.