



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

REQUEST FOR QUOTATION

RFQ No. 2023-07-1046 SHOPPING B

Date: August 4, 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 and maediones@dswd.gov.ph not later than 5:00 PM on August 11, 2023 (Friday). 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 8/4/2023
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 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 to register "


MARK ANTHONY E. DIONES

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09565162748

Signature Over Printed Name
(Supplier)



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Date: _____ (should be filled up by supplier)

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

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	1	Box	Expanded Colored Folder, Long size (US-Green), 100pcs. Per Box			
2	30	piece	Glue Stick			
3	50	piece	Ballpen, Gel pen, 5mm (Black)			
4	50	piece	Ballpen, Gel pen, 5mm (Blue)			
5	10	piece	Stapler no. 35			
6	10	box	Stapler wire no. 35-m			
7	10	piece	Staple remove, Plier type, Full metal			
8	100	piece	Correction tape			
9	5	box	Pencil Lead with eraser, 12pcs per box			
10	10	piece	Scissors, Symetrical, blade Length: 65mm			
11	10	box	Clip Backfold, 19mm, 12pcs per box			
12	10	box	Clip Backfold, 25mm, 12pcs per box			
13	10	box	Clip Backfold, 32mm, 12pcs per box			
14	10	box	Clip Backfold, 50mm, 12pcs per box			
15	10	cart	Hp Ink 680 Black (2025-2026 Expiration date)			
16	10	cart	Hp Ink 680 Tri-color (2025-2026 Expiration date)			
17	30	piece	Highlighter (Any color)			
18	1	box	Brown Envelope, Legal size, 500 pcs per box			
19	40	pad	Notepad, Stick-on, 3x3, 100 sheets per pad			
20	3	piece	Brother Toner Cartridge TN-2360			
21	50	set	Index tabs/sign here A10101, 50x2 sheets, 44x25mm			
22	1	box	Expanded Colored Folder, Long size (Light Blue), 100pcs. Per Box			
23	80	ream	Paper Multi Purpose copy, A4 size 80 gm			
24	75	ream	Paper Multi Purpose copy, Legal size 80 gsm			
25	2	piece	Pencil Sharpener, 4.5, Stainless steel with metal body			
26	1	piece	2 hole Heavy Duty puncher, hole diameter 6mm Punch paper 100-150 paper can punch			
27	25	piece	3 Column file data storage rack, , Office supplies file box, triple plastic file basket, Color Black			
28	4	pack	Battery Dry cell AAA 4 pcs per pack			
29	5	piece	Carculator, 12 digits			
30	12	piece	Record book, 300 pages, Size: 214mm x 278mm			
*** Nothing Follows***						
TOTAL APPROVED BUDGET FOR THE CONTRACT: Ninety-Three Thousand Nine Hundred Nine Pesos and Twenty Centavos Only (Php 93,909.20)						
				Note: Please specify brand model/origin .		

PURPOSE: For the use of Social Pension Program staffs in Regional office 2nd Semester 2023
PR No.: 2023-07-1046 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.