



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

REQUEST FOR QUOTATION

RFQ No. **2023-07-1043 SHOPPING B**

Date: **August 1, 2023**

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

Sir/Madam:

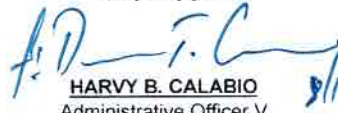
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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** may be 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 AUGUST 8, 2023 (TUESDAY)**. 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. 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 Upon Receipt of Approved Purchase Order (PO)**
- Place of Delivery: **DSWD POO-ROMBLON (2nd Floor ALG Bldg. Ma. Roxas St., Brgy. Liwayway, Odiongan, Romblon)**
- 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
Procurement Officer

Telephone Number 5328-6131 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. 2023-07-1043

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
			SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR ROMBLON (3RD QUARTER, 2023)			
LOT 1						
1	235	piece	BALLPEN PEN, 5. BLACK			
2	63	piece	BALLPEN RETRACTABLE, BLACK, 0.5mm, Needle Point, Super Smooth Ink, Smudge Free, Fast Drying and Long Lasting Ink			
3	72	piece	BALLPEN RETRACTABLE, BLUE, 0.5mm, Needle Point, Super Smooth Ink, Smudge Free, Fast Drying and Long Lasting Ink			
4	1	pack	BATTERY, AA, Dry Cell, 2 Pieces per Blister Pack, Alkaline Battery			
5	1	box	BROTHER TONER, TN 2260			
6	1	bottle	BROTHER INK LC3617, BLACK			
7	1	bottle	BROTHER INK LC3617, CYAN			
8	1	bottle	BROTHER INK LC3617, MAGENTA			
9	1	bottle	BROTHER INK LC3617, YELLOW			
10	1	pack	CABLE TIE, 100 pcs per pack (Black or White), 12inches			
11	7	pack	CARTOLINA, 20 pieces per pack, Assorted Colors, Size: 572mm x 724mm			
12	125	piece	CERTIFICATE HOLDER, A4 Size, 210mm x 297mm (8.27 x 11.69 inches), with 2 Hangers for Portrait or Landscape Orientations, Super Clear Transparency			
13	2	piece	CLEARBOOK, REFILLABLE POCKETS, A4 Size, 100pcs/pack			
14	9	pe	CLEARBOOK, REFILLABLE POCKETS, Legal Size, 100pcs/pack			
15	12	box	CLIP BACKFOLD, 19mm, 12 pcs/box			
16	19	box	CLIP BACKFOLD, 25mm, 12 pcs/box			
17	18	box	CLIP BACKFOLD, 32mm, 12 pcs/box			
18	22	box	CLIP BACKFOLD, 50mm, 12 pcs/box			
19	3	ream	COLORLED PAPER, Assorted Color, Folio Size: 216mm x 330mm (8.5 x 13 inches), 250 sheets per pack			
20	385	piece	CORRECTION TAPE, Individual Plastic, 8mm to 10mm in size			
21	2	piece	CUTTER KNIFE, Heavy Duty, Metal Case, 18 x 100mm			
22	36	piece	DATA FILE BOX, Made of Chipboard with Closed Ends, Size: 15" x 9.5" x 4.5"			
23	1	box	DOCUMENT BROWN ENVELOPE (Kraft) - A4, 125 gsm, 10" x 15" Kraft Corrugated, Light Brown, 100pcs/box			
24	15	piece	ENVELOPE, Plastic, Legal Size (14.9" W x 9.8" H) Clear Envelope, Hook and Loop Closure, Side Loading with Handle			
25	12	piece	ERASER, PVC, Medium Size: 43mm x 19mm x 13mm			
26	23	box	FASTENER, PLASTIC, 70mm Between Prongs, 50 sets per box			
27	1	piece	FILE TAB DIVIDER, A4, 5 Colors per Set			
28	3	piece	FLASH DRIVE, 32GB, OTG, 3.0 USB			
29	1	bundle	FOLDER, Fancy, A4, 50 pieces per bundle			
30	6	bundle	FOLDER, Fancy, LEGAL, 50 pieces per bundle			
31	18	bundle	FOLDER, L Type, Legal, 50 pieces per bundle			
32	2	box	FOLDER, Pressboard, Size: 240mm x 370mm (-5mm), (Legal), White, With Green Lining, 100 pieces per box			
33	3	box	FOLDER, With TAB, LEGAL, 1 pack (100pcs per pack), White			
34	22	jar	GLUE, All-Purpose, Gross Weight: 200gms min			
35	2	cart	INK CART, Hp Cz107Aa (Hp678), BLACK			
36	2	cart	INK CART, Hp Cz107Aa (Hp678), TRI COLOR			
37	36	cart	INK Refill Epson, M1100 Printer, BLACK, #005			
38	8	cart	INK, CART LC 3619, Black			
39	7	cart	INK, CART LC 3619, Cyan			
40	7	cart	INK, CART LC 3619, Magenta			
41	7	cart	INK, CART LC 3619, Yellow			
42	7	set	MARKER, Fluorescent, 3 Colors Per Set			
43	48	piece	MARKER, PERMANENT, BLACK, Bullet Type, Refillable			
44	2	piece	MOUSE, Optical, USB Connection Type, Individually Pack			
*****Page 1 of 2*****				Note: Please specify the brand model/origin		

PURPOSE: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR ROMBLON
(3RD QUARTER, 2023)

PR No.: 2023-07-1043 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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Contact Person _____
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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
45	50	pad	NOTEPAD, Stick-On, 3x3, 100 Sheets per Pad			
46	2	book	Official RECORD BOOK, 300 Pages, Size 214mm x 278mm (min)			
47	7	book	Official RECORD BOOK, 500 Pages, Size 214mm x 278mm (min)			
48	20	box	PAPER CLIP, 50mm, 100 pcs per box, or 120 grams (min.) Net of Box)			
49	463	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
50	311	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)			
51	23	pack	PAPER, Parchment, size: 210mm x 297mm, Multi-Purpose, 10 Sheets/Pack			
52	2	piece	PENCIL SHARPENER, 1 Piece per Individually Plastic Case			
53	3	box	PENCIL, Lead Eraser, 12 pieces per box			
54	7	pack	PHOTOPAPER, A4, 10 Sheets/Pack, 8.27" x 11.69"			
55	2	piece	PUNCHER, 2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets Capacity per 80gms Paper Punching, Weight 600gms, Dimensions: 17cm x 12cm x 8cm			
56	2	bottle	INK, Refill for Permanent Marker, BLACK			
57	3	piece	RULER, Plastic, 450mm (18"), Width 38mm min.			
58	3	piece	SCISSORS, SYMMETRICAL, BLADE Length: 65mm, 1 piece per Individually Pack			
59	154	piece	SIGN PEN, BLACK, Gel, 0.5mm, Needle Point, 9.9mm Diameter Gnp, Capped Snap-On, Quick-Drying, Smear-Resistant, Dye Based Ink			
60	22	piece	SIGN PEN, BLUE, Gel, 0.5mm, Needle Point, 9.9mm Diameter Gnp, Capped Snap-On, Quick-Drying, Smear-Resistant, Dye Based Ink			
61	63	piece	SIGN PEN, RED, Gel, 0.5mm, Needle Point, 9.9mm Diameter Gnp, Capped Snap-On, Quick-Drying, Smear-Resistant, Dye Based Ink			
62	1	bottle	STAMP PAD INK, Purple or Violet, 50ml (min.)			
63	1	piece	STAMP PAD FELT, Pad Dimension: 60mm x 10mm min.			
64	9	box	STAPLE WIRE, No. 35, (5,000 pcs/box) Fits All to Standard Stapler			
65	5	piece	STAPLE, With Remover, Standard Type Load Cap 200 Staples Min., Individually Pack			
66	3	pack	STICKER PAPER, 100 pcs/pack, A4 Size			
67	15	roll	TAPE, Double Sided, Width: 24mm			
68	12	roll	TAPE, MASKING, Width: 24mm (±1mm)			
69	15	roll	TAPE, MASKING, Width: 48mm (±1mm)			
70	36	roll	TAPE, PACKAGING, Width: 48mm (±1mm)			
71	42	roll	TAPE, TRANSPARENT, Width: 24mm (±1mm)			
72	6	roll	TAPE, TRANSPARENT, Width: 48mm (±1mm)			
			*****NOTHING FOLLOWS*****			
			APPROVED BUDGET FOR THE CONTRACT: Three Hundred Fifty Three Thousand Four Hundred Forty Five Pesos Only (Php 353,445.00)			
LOT 2						
1	4	cart	W1510x HP 151X Blk Laserjet Toner Cartridge, Page Yield 9,700 standard pages			
			*****NOTHING FOLLOWS*****			
			APPROVED BUDGET FOR THE CONTRACT: Seventy Two Thousand Pesos Only (Php 72,000.00)			
			Note: Please specify the brand model/origin			

PURPOSE: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR ROMBLON (3RD QUARTER, 2023)

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Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant