



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

REQUEST FOR QUOTATION

RFQ No. 2023-07-1044 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** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

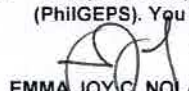
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: ejcnolasco@dswd.gov.ph not later than **5:00 PM on August 8, 2023 (Tuesday)**. Quotations submitted to different email address(es) 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 RKT Building, JP Rizal St., corner Bayabas St., Lalud, Calapan City, Oriental 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 07-100 24052
Contact Number: 09994602492

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 2023-07-1044 Shopping-B

Date: _____

(Amount of fees up to 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 Oriental Mindoro (3rd Quarter, 2023)			
LOT 1						
1	343	piece	Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink			
2	4	piece	Battery, dry cell AA, 4 pieces per blister pack, Alkaline Battery			
3	16	cart	Brother LC3617 BLACK			
4	10	cart	Brother LC3617 CYAN			
5	10	cart	Brother LC3617 magenta			
6	10	cart	Brother LC3617 Yellow			
7	2	pack	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm			
8	15	piece	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency			
9	32	box	Clip, Backfold, 19Mm, 12 Pieces Per Box			
10	13	box	Clip, Backfold, 25Mm, 12 Pieces Per Box			
11	9	box	Clip, Backfold, 32Mm, 12 Pieces Per Box			
12	27	box	Clip, Backfold, 50Mm, 12 Pieces Per Box			
13	2	pack	COLOR INDEX SELF ADHESIVE (20 sheet per pack)			
14	1	pack	Colored Paper, Assorted Color, Folio size: 216mm x 330mm (8.5 x 13 inc.), 250 sheets per pack			
15	238	piece	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size			
16	10	piece	CUTTER KNIFE, heavy duty, metal case, 18x100mm			
17	32	pad	Daily Time Record (Dtr); Size: 8.5 inches x 3.2 inches; 100 pieces/pad			
18	26	piece	Data File Box, Made Of Chipboard, With Closed Ends, Size: 15 inches x 9.5 inches x 4.5 inches			
19	1	box	Document Brown Envelope (Kraft) - Legal, 125 Gsm, Size: 10 X 15", Kraft Corrugated, Light Brown, 100 Pieces / Box			
20	6	piece	Document Paper Tray Sorter/Organizer 4 Layer Legal Size Black, Size: 35cm x 30cm x 32cm, Material: Stainless Steel; Lightweight Mesh Construction			
21	3	box	ENVELOPE, EXPANDING; KRAFTBOARD, for legal size doc, 100 pieces per box, 8.5"x13"			
22	27	piece	Envelope, Plastic, Legal Size (14.9" W x 9.8" H) (clear envelope), Hook and Loop closure; Side loading with Handle			
23	54	piece	Epson 005, 120 ml black			
24	2	piece	Eraser PVC, Medium Size: 43 x 19 x 13 mm			
25	46	box	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box			
*****NOTHING FOLLOWS*****						
page 1 of 3				Note: Please specify brand model/origin.		

PURPOSE: Supply and Delivery of Office Supplies for Oriental Mindoro (3rd Quarter, 2023)

PR No.: 2023-07-1044 Shopping-B

(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.



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RFQ 2023-07-1044 Shopping-B

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 Oriental Mindoro (1st Semester, 2023)			
26	2	box	Flashdrive 64gb OTG			
27	1	piece	Folder, L-Type, A4 Size 223.52mm x 304.8mm (8.8 x 12 inches), 12 Pieces Per Pack, Clear White insert filing L-type			
28	1	pack	Folder, L-Type, Legal Size 241.3mm x 355.6mm (9.5 x 14 inches), 12 Pieces Per Pack, Clear White insert filing L-type			
29	300	pack	Folder, Legal Size (8 1/2 x 14"); White with Plastic Cover or Plastic Jacket 14 pts			
30	7	pack	Folder, Legal Size, White Color With Tab (100 Pcs/Box)			
31	1	piece	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box			
32	34	pack	GLUE, all purpose, gross weight: 130 grams min			
33	4	bottle	Ink Cart, Hp C2107Aa, (Hp678), Tri Color			
34	2	cart	Laminating Film, Folio Size: 222 x 337mm, 125mc (100Pcs Per Ream)			
35	12	reams	Marker Fluorescent 3 Colors Per Set			
36	42	pack	Marker, Permanent Black, Broad Type, Refillable			
37	4	piece	Marker, Permanent Blue, Broad Type, Refillable			
38	10	piece	Marker, Whiteboard, Fine Point Black Refillable			
39	2	piece	Marker, Whiteboard, Fine Point Blue Refillable			
40	2	piece	Matt Sticker Paper Legal Size: 8.5" x 14" (10 Sheet Per Pack)			
41	12	pack	Notebook, Stenographer, Spiral, Size: 152mm x 228mm, Cover: C1S Board 230 gsm, Paper 50gsm, Leaves: 60 leaves			
42	68	pad	Notepad, Stick-On, 3X3, 100 Sheets Per Pad			
43	7	piece	Official Record Book 300 Pages size 214 mmx 278mm (min)			
44	1	piece	Official Record Book 500 Pages size 214 mmx 278mm (min)			
45	20	box	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)			
46	53	box	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4), <u>5reams/box</u>			
47	34	box	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal), <u>5reams/box</u>			
48	7	pack	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack			
49	3	box	Pencil, Lead With Eraser, 12 Dozens Per Box			
50	7	piece	Plastic Envelope With Handle Transparent With Zipper Lock (Long), 14 inches (W); 10 inches (L)			
			*****NOTHING FOLLOWS*****			
			page 2 of 3			
				Note: Please specify brand model/origin.		

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 PR No.: 2023-07-1044 Shopping-B

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RFQ 2023-07-1044 Shopping-B

Date: _____

(If you are a registered 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 Oriental Mindoro (1st Semester, 2023)			
51	1	box	Plastic Push Pin, 100 pieces per box, 59.944mm x 59.944mm x 53.086 (2.36 x 2.36 x 2.09 inches)			
52	4	piece	Puncher (2 Hole, With Handle Lock, Adjustable Paper Gauge, Easy Waste Material, 30 Sheets, 80 Gsm Paper Punching Capacity, Weight 600 G, Dimension: 17Cm X 12Cm X 8Cm)			
53	1	bottle	Refill Ink For Marker Pen, Black			
54	5	piece	Ruler, Plastic, 450Mm (18"), Width: 38Mm Min			
55	39	piece	Scissors, heavy duty stainless steel scissors strong grip, 1 piece in individual plastic			
56	210	piece	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink			
57	63	piece	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink			
58	6	piece	Signpen Red 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink			
59	7	bottle	Stamp Pad Ink, Purple Or Violet, 50Ml (Min.)			
60	2	piece	Stamp Pad, Felt, Bed Dimension: 60Mm X 100Mm Min			
61	10	piece	Staple Remover, Plier-Type, Stainless			
62	41	box	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers			
63	13	piece	Stapler, With Remover Standard Type Load Cap: 200 Staples Min, 1 Piece In Individual Box # 35			
64	1	piece	Tape Dispenser, Table Top			
65	19	roll	Tape, Double Sided Width: 24 Mm			
66	4	roll	Tape, Duct Cloth Tape, silver 2 inches x 10 meter (25 meter long)			
67	8	roll	Tape, Masking, Width: 24Mm (±1Mm)			
68	8	roll	Tape, Masking, Width: 48Mm (±1Mm)			
69	47	roll	Tape, Packaging, width: 48mm (±1mm) ROLL			
70	11	roll	Tape, Transparent, width: 24mm (±1mm)			
71	32	roll	Tape, Transparent, width: 48mm (±1mm)			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Forty Thousand Two Hundred Sixty Eight Pesos Only (Php240,268.00)			
			LOT 2			
1	24	cart	W1510X HP 151X BLK, Laserjet Toner Cartridge, Page Yield 9,700 standard page			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Four Hundred Thirty Two Thousand Pesos Only (Php432,000.00)			
			page 3 of 3			
			Note: Please specify brand model or origin.			

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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