



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

REQUEST FOR QUOTATION

RFQ No. 2023-06-034 Shopping-B
Date: September 11, 2023 A

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

Sir/Madam:

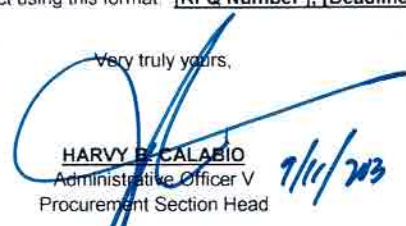
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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: eicnolasco@dswd.gov.ph** not later than **5:00 PM on September 18, 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:

- 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 Pamilya Municipal Operation Office, Gen. Antonio Luna Highway, Brgy. Araw at Bituin, Lubang, Occidental 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 loc. 24052
Contact Number: 09994602492

Signature Over Printed Name
(Supplier)



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RFQ 2023-06-01 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 in Lubang, Occidental Mindoro (3rd Quarter, 2023)			
1	11	piece	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size			
2	1	piece	CUTTER KNIFE, heavy duty, metal case, 18x100mm			
3	2	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box., 8.5"x13"			
4	2	box	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box			
5	60	piece	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining, 100 Pieces Per Box			
6	60	piece	Folder, Tagboard, size Long, 8.5"x13", white			
7	1	jar	GLUE, all purpose, gross weight 200 grams min			
8	15	bottle	Ink, 005 Black (Epson)			
9	3	piece	Marker, Permanent Black, Bullet Type, Refillable			
10	8	pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad			
11	2	box	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)			
12	15	ream	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)			
13	6	ream	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)			
14	1	pack	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack			
15	1	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)			
16	1	piece	Scissors (Size: 175Mm / 6 4/5"), Material Stainless Steel Blade, Ergonomic Design, Pointed Tip And Symmetric Handle Design			
17	11	piece	Signpen (Black), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,			
18	11	piece	Signpen (Blue), Gel, 0.5 Mm, Needle Point, 9.9 Mm Diameter Grip, Capped Snap On, Quick-Drying, Smear-Resistant, Dye Based Ink,			
19	1	box	Staple Wire No. 35 (5,000 Pcs / Box), Fits All Standard Staplers			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Seventeen Thousand Six Hundred Sixty Two Pesos Only (Php17,662.00)			
			page 1 of 1			
			Note: Please specify brand model/origin			

PURPOSE: Supply and Delivery of Office Supplies in Lubang, Occidental Mindoro (3rd Quarter, 2023)

PR No.: 2023-06-01 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.