



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

REQUEST FOR QUOTATION

RFQ No. 2023-08-1137 Shopping-B

Date: August 31, 2023

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

Sir/Madam:

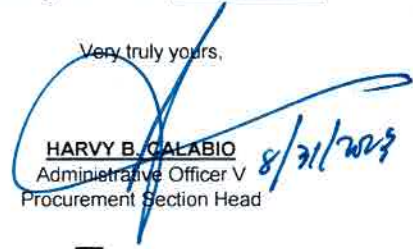
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 September 7, 2023 (Thursday). 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. GALABIO
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: DSWD MiMaRoPa, 1680 F.T. Benitez corner Malvar Sts., 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"


EMMA JOY C. NOLASCO

Telefax: 5336-8196 to 24052
Contact Number: 09994602492

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
			Supply and Delivery of Office Supplies for RPMO, 3rd Quarter, 2023			
LOT 1						
1	37	piece	Ballpen Retractable (Black) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,			
2	12	piece	Ballpen Retractable (Blue) 0.5 mm needle point, super smooth ink, smudge free, fast drying ink, long lasting ink,			
3	1	ream	Colored Paper, Green, A4 Size, 500 sheets/pack, 80 gsm			
4	25	piece	Data File Folder Legal, (3" x 9" x 15.5") Binder Type: 2 Ring Arch File, Horizontal			
5	1	piece	Document Metal Tray Desk Organizer (3 Layer Metal Tray)			
6	9	bottle	Epson 005, 120 ml black			
7	1	bottle	GLUE, all purpose, non toxic, 130 grams			
8	2	piece	Heavy Duty Staple Wire (23/6 - 23/17)			
9	7	cart	Ink Cart (HP 678) Black			
10	4	cart	Ink Cart (HP 678) Colored			
11	5	cart	Ink Cart (HP 680) Black			
12	4	cart	Ink Cart (HP 680) Colored			
13	1	cart	Ink, 003 Black (Epson)			
14	1	cart	Ink, 003 CYAN (Epson)			
15	1	cart	Ink, 003 Magenta (Epson)			
16	1	cart	Ink, 003 Yellow (Epson)			
17	1	cart	Ink, 774 Black (Epson)			
18	1	piece	Instant Contact Cleaner			
19	2	piece	Laminated White Label Tape, 24 MM, Black and White (Label Maker)			
20	6	bundle	LOOSELEAF COVER, 50 sets per bundle			
			*****NOTHING FOLLOWS*****			
			page 1 of 2	Note: Please specify brand model/origin .		

PURPOSE: Supply and Delivery of Office Supplies for RPMO, 3rd Quarter, 2023

PR No.: 2023-08-1137 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.**



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

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MOP: Shopping-B

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			Supply and Delivery of Office Supplies for RPMO, 1st Semester 2023			
21	12	piece	MARKER, PERMANENT, bullet type, black			
22	1	piece	Numbering Machine (12 digits Manual Number Stamp), 5mm			
23	12	book	OFFICIAL RECORD BOOK, 500 PAGES, size: 8.5" X 11"			
24	6	box	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)			
25	290	ream	Paper (A4 size, 80gsm(sub 24), 500 sheets/ream)			
26	17	ream	Paper (Folio, size, 80gsm(sub 24), 500 sheets/ream)			
27	1	box	PVC Blank Card, 1608-0813, box 1148/2000 (500pcs/box) for ID			
28	2	piece	Scissors (size: 175mm / 6 4/5"), Material Stainless Steel Blade, Ergonomic Design, Pointed Tip and Symmetric handle design			
29	179	piece	SIGNPEN (BLACK), gel, 0.5 mm, needle point, 9.9 mm diameter grip, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,			
30	149	piece	SIGNPEN (BLUE), gel, 0.5 mm, needle point, 9.9 mm diameter grip, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,			
31	6	box	Staple Wire no. 35 (5,000 pcs / box), Fits all standard staplers			
32	59	pack	Sticker labelers, 100 flags labelers (Please Sign Here)			
33	3	roll	Tape Fragile (RED), Width: 2"; Lenght: 100M, Split and Tear Resistant, Water and Temperature Resistant,			
34	32	roll	Tape Packaging (Brown), 2" x 100 meters), Backing Material: Paper,			
35	38	roll	Tape Transaprent (1") (24 mm x 25 yards			
36	1	piece	Thermal Paste			
37	4	pack	Vellum Board A4 size 180gsm, 100/s per pack			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Thirty Four Thousand One Hundred Fory Nine Pesos and 56/100 Only (Php134,149.56)			
			LOT 2			
1	11	piece	W1510x HP 151X Blk Laserjet Toner Cartridge, Page Yield 9,700 standard pages			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Ninety Eight Thousand Pesos Only (Php198,000.00)			
			page 2 of 2	Note: Please specify brand model/origin		

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(Signature over Printed name)
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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