



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

REQUEST FOR QUOTATION

RFQ No. 2023-08-1151 SHOPPING B

Date: September 25, 2023

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

Sir/Madam:

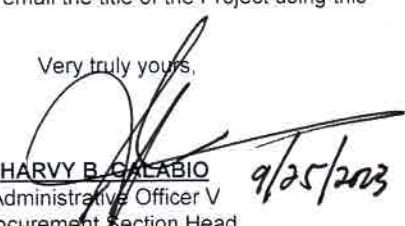
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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.

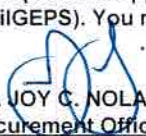
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila, or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) not later than **5:00 PM on October 2, 2023 (Monday)**. 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. 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 Upon Receipt of Approved Purchase Order (PO)
- Place of Delivery: DSWD POO-MARINDUQUE (T. Del Mundo St., Brgy. Malusak, Boac, Marinduque)
- 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](http://www.philgeps.gov.ph) to register "

  
**EMMA JOY C. NOLASCO**  
Procurement Officer

Telephone Number: 5328-5111 to 15 loc. 24052  
Contact Number: 09984746898

\_\_\_\_\_  
Signature Over Printed Name  
( Supplier)





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

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](http://www.philgeps.gov.ph) to register

RFQ No. 2023-08-1151

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
			<b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR MARINDUQUE (Q3 2023)</b>			
1	6	piece	BALLPEN RETRACTABLE, BLACK, 0.5mm, Needle Point, Super Smooth Ink, Smudge Free, Fast Drying and Long Lasting Ink			
2	21	piece	BALLPEN RETRACTABLE, BLUE, 0.5mm, Needle Point, Super Smooth Ink, Smudge Free, Fast Drying and Long Lasting Ink			
3	11	pack	BATTERY, AA, Dry Cell, 2 Pieces per Blister Pack, Alkaline Battery			
4	1	pack	BATTERY, AAA, Dry Cell, 2 Pieces per Blister Pack, Alkaline Battery			
5	1	pack	CARTOLINA, 20 pieces per pack, Assorted Colors, Size: 572mm x 724mm			
6	15	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			
7	6	piece	CLEARBOOK, REFILLABLE POCKETS, A4 Size, 100pcs/pack			
8	5	box	CLIP BACKFOLD, 19mm, 12 pcs/box			
9	13	box	CLIP BACKFOLD, 25mm, 12 pcs/box			
10	12	box	CLIP BACKFOLD, 32mm, 12 pcs/box			
11	12	box	CLIP BACKFOLD, 50mm, 12 pcs/box			
12	1	ream	COLOR PAPER, Assorted Color, Folio Size: 216mm x 330mm (8.5 x 13 inches), 250 sheets per pack			
13	63	piece	CORRECTION TAPE, Individual Plastic, 8mm to 10mm in size			
14	3	piece	CUTTER KNIFE, Heavy Duty, Metal Case, 18 x 100mm			
15	1	piece	DATA FILE BOX, Made of Chipboard with Closed Ends, Size: 15" x 9.5" x 4.5"			
16	5	box	ENVELOPE, EXPANDING, KRAFTBOARD, For LEGAL Size Doc, 100pcs/box			
17	119	box	EPSON 005, BLACK			
18	20	box	FASTENER, PLASTIC, 70mm Between Prongs, 50 sets per box			
19	1	piece	FLASH DRIVE, 64GB, OTG, 3.0 USB			
20	12	bundle	FOLDER, Fancy, LEGAL, 50 pieces per bundle			
21	1	bundle	FOLDER, L Type, Legal, 50 pieces per bundle			
22	9	jar	GLUE, All-Purpose, Gross Weight: 200gms min.			
23	18	set	MARKER, Fluorescent, 3 Colors Per Ser			
24	10	piece	MARKER, PERMANENT, BLACK, Bullet Type, Refillable			
25	7	piece	MARKER, PERMANENT, BLUE, Bullet Type, Refillable			
26	2	piece	MARKER, WHITEBOARD, BLACK, Bullet Type, Refillable			
27	2	piece	MARKER, WHITEBOARD, BLUE, Bullet Type, Refillable			
28	1	piece	MOUSE, Optical, USB Connection Type, Individually Pack			
29	28	pad	NOTEBOOK, STENOGRAPHER, SPIRAL, 40 Leaves			
30	65	pad	NOTEPAD, Stick-On, 3x3, 100 Sheets per Pad			
31	41	box	PAPER CLIP, Vinyl/Plastic Coat, Length: 48mm min.			
32	558	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)			
33	234	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)			
34	15	pack	PAPER, Parchment, size: 210mm x 297mm, Multi-Purpose, 10 Sheets/Pack			
35	1	box	PENCIL, Lead Eraser, 12 pieces per box			
36	45	piece	ENVELOPE, Plastic, Legal Size (14.9" W x 9.8" H) Clear Envelope, Hook and Loop Closure, Side Loading with Handle			
37	7	book	Official RECORD BOOK, 300 Pages, Size: 214mm x 278mm (min)			
38	1	book	Official RECORD BOOK, 500 Pages, Size: 214mm x 278mm (min)			
*****Page 1 of 2*****						

PURPOSE: Supply and Delivery of Office Supplies for Marinduque (Third Quarter 2023)

PR No.: 2023-08-1151 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.

**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.