



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

REQUEST FOR QUOTATION

RFQ No. **2023-08-1150 Shopping-B**

Date: **September 11, 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](mailto:ejcnolasco@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 Provincial Operation Office, 2nd Floor, E and F Building, Rizal St., Brgy. Pob VI, San Jose, 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](http://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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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 Occidental Mindoro (3rd Quarter, 2023)			
LOT 1						
1	24	piece	Ballpen Retractable (Black) 0.5 mm Needle Point, Super Smooth Ink, Smudge Free, Fast Drying Ink, Long Lasting Ink			
2	15	cart	Brother Ink LC3617 Black			
3	9	cart	Brother Ink LC3617 Cyan			
4	9	cart	Brother Ink LC3617 Magenta			
5	9	cart	Brother Ink LC3617 Yellow			
6	7	pack	Cartolina 20Pcs Per Pack; Assorted Colors; Size: 572mm x 724mm			
7	25	piece	Certificate Holder, A4 Size 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency			
8	13	box	Clip, Backfold, 19Mm, 12 Pieces Per Box			
9	108	piece	Correction Tape, Individual Plastic, 8Mm To 10Mm In Size			
10	1	piece	CUTTER KNIFE, heavy duty, metal case, 18x100mm			
11	30	piece	Document Brown Envelope (Kraft) - Legal, 125 Gsm, Size: 10 X 15", Kraft Corrugated, Light Brown			
12	6	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, 100 pieces per box., 8.5"x13"			
13	14	box	Fastener, Plastic, 70Mm Between Prongs, 50 Set Per Box			
14	630	piece	Folder, Pressboard, Size: 240Mm X 370Mm (-5Mm) (Legal), white with green lining			
15	1440	piece	Folder, Tagboard, size Long, 8.5"x13", white			
16	4	jar	GLUE, all purpose, gross weight: 200 grams min			
17	9	bottle	Ink, 003 Black (Epson)			
18	4	bottle	Ink, 003 CYAN (Epson)			
19	4	bottle	Ink, 003 Magenta (Epson)			
20	4	bottle	Ink, 003 Yellow (Epson)			
21	84	bottle	Ink, 005 Black (Epson)			
22	102	piece	Manila Paper			
23	13	piece	Marker Fluorescent, Yellow			
24	37	piece	Marker, Permanent Black, Bullet Type, Refillable			
25	7	piece	Marker, Whiteboard, Fine Point Black Refillable			
			*****NOTHING FOLLOWS*****			
			page 1 of 2			
			Note: Please specify brand model/origin.			

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

PR No.: 2023-08-1150 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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26	1	piece	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind			
27	36	pad	NOTEPAD, STICK-ON, 3X3, 100 sheets per pad			
28	1	piece	Official Record Book 300 Pages size 214 mmx 278mm (min)			
29	9	box	Paper Clip, 50Mm, 100 Pieces Per Box Or 120 Grams (Min.) (Net Of Box)			
30	205	ream	Paper, Multicopy, 80Gsm, Size: 210Mm X 297Mm (A4)			
31	106	ream	Paper, Multicopy, 80Gsm, Size: 216Mm X 330Mm (Legal)			
32	2	pack	Paper, Parchment, Size: 210 X 297Mm, Multi-Purpose, 10 sheets/pack			
33	4	pack	Photopaper, A4; 10sheets/pack, 8.27"x11.69"			
34	10	piece	Plastic Envelope, Long (Transparent)			
35	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)			
36	35	piece	SCISSORS, symmetrical, heavy duty, blade length: 65mm, 1 piece in individual plastic			
37	175	piece	SIGNPEN BLACK, 0.5 mm, needle point, 9.9 mm diameter grip, black, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,			
38	199	piece	SIGNPEN BLUE, 0.5 mm, needle point, 9.9 mm diameter grip, black, Capped Snap On, Quick-Drying, Smear-Resistant, dye based Ink,			
39	5	bottle	Stamp pad ink, purple,			
40	2	piece	Stamp pad, felt pad			
41	25	box	Staple Wire no 35, standard			
42	11	piece	Staple Wire Remover, stainless, Plier type; High quality			
43	50	piece	Stapler, Standard Type; load cap:200 staples min;1pc/box			
44	49	roll	Tape, MASKING; width: 24mm(1mm)			
45	30	roll	Tape, packaging; width: 24mm(1mm)			
46	127	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
47	2	piece	Whiteboard, 4x6			
48	13	piece	Storage Box, Plastic, 70 liters (flexi)			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Thirty Nine Thousand Two Hundred Fifty Six Pesos Only (Php239,256.00)			
LOT 2						
1	14	piece	W1510X HP 151X Blk Laserjet Toner Cartridge, Page Yield 9,700 standard pages			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Fifty Two Thousand Pesos Only (Php252,000.00)			
			PAGE 2 OF 2			

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