

REQUEST FOR QUOTATION

RFQ No. 2024-03-0255 SHOPPING B

Date: March 20 2024

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

**Sir/Madam:**

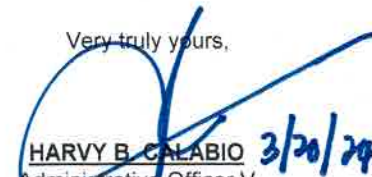
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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) and [maediones@dswd.gov.ph](mailto:maediones@dswd.gov.ph)** not later than **5:00 PM on March 27, 2024 (Wednesday)**. 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** 3/20/24  
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: 15 CD after receipt of approved Purchase Order
- Place of Delivery: DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., 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](http://www.philgeps.gov.ph) to register "**



**MARK ANTHONY E. DIONES**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09565162748

Signature Over Printed Name  
(Supplier)



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

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 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
1	18	Gallon	ALCOHOL, ETHYL, 1 GALLON			
2	12	Bottle	ALCOHOL, ETHYL, 500 ML			
3	50	Piece	BALLPEN 0.5 BLACK			
4	50	Piece	BALLPEN 0.5 BLUE			
5	10	Pack	BATTERY, DRY CELL, SIZE AA (2PCS/PACK)			
6	10	Pack	BATTERY, DRY CELL, SIZE AAA (2PCS/PACK)			
7	2	Pack	BATTERY, DRY CELL, SIZE D (2PCS/PACK)			
8	5	Unit	CALCULATOR, COMPACT 12 DIGITS			
9	20	Piece	CERTIFICATE HOLDER BLACK & GREEN			
10	20	pack	CLEARBOOK REFILL, LEGAL, 27 HOLES, 10 SHEETS			
11	5	Piece	CLEARBOOK, A4 SIZE			
12	5	Piece	CLEARBOOK, LEGAL SIZE			
13	4	Box	CLIP, BACKFOLD, 19MM			
14	7	Box	CLIP, BACKFOLD, 25MM			
15	4	Box	CLIP, BACKFOLD, 32MM			
16	4	Box	CLIP, BACKFOLD, 50MM			
17	180	Piece	CORRECTION TAPE			
18	4	Piece	CUTTER/UTILITY KNIFE, FOR GENERAL PURPOSE			
19	20	Piece	DATA FILE BOX			
20	10	Piece	DATA FOLDER			
21	2	Piece	DATER STAMP			
22	1	Box	DISPOSABLE GLOVES			
23	15	Roll	DOUBLE SIDED TAPE (1 INCH) NON-FOAM TYPE			
24	2	Box	ENVELOPE, EXPANDING, KRAFT, 100PCS			
25	1	Box	ENVELOPE, MAILING			
26	1	Piece	EXTENSION CORD, 3 GANG			
27	3	Box	FASTENER, PLASTIC			
28	1	Piece	FILE ORGANIZER, EXPANDING, PLASTIC LEGAL			
29	4	Piece	Flash Drive 8GB			
30	1	Pack	FOLDER WITH TAB, A4 50PCS/PACK			
31	1	Pack	FOLDER WITH TAB, Legal 50PCS/PACK			
32	1	Pack	FOLDER L-TYPE, A4 12PCS/PACK			
33	1	Pack	FOLDER L-TYPE, LEGAL 12PCS/PACK			
34	2	Box	FOLDER PRESSBOARD, WHITE			
35	1	unit	GLUE GUN			
36	1	Pack	GLUE STICK FOR GULE GUN			
37	1	Pack	GLUE STICK PASTE			
38	5	Jar	GLUE, ALL-PURPOSE			
39	6	Bottle	INK, EPSON C13T03Y200 (T03Y200), BLACK			
40	2	Bottle	INK, EPSON C13T03Y200 (T03Y200), CYAN			
PAGE 1 OF 3				Note: Please specify brand model/origin .		

PURPOSE: Office Supplies and materials for the use of all Division in DSWD MIMAROPA for the 1st semester of 2024  
 PR No.: 2024-03-0255 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.**



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41	2	Bottle	INK, EPSON C13T03Y200 (T03Y200), MAGENTA			
42	2	Bottle	INK, EPSON C13T03Y200 (T03Y200), YELLOW			
43	6	Bottle	INK, EPSON C13T664100 (T6641), BLACK			
44	4	Bottle	INK, EPSON C13T664300 (T6643), MAGENTA			
45	4	Bottle	INK, EPSON C13T664400 (T6644), YELLOW			
46	2	Bottle	INK BOTTLE HP, GT52, CYAN, ORIGINAL			
47	2	Bottle	INK BOTTLE HP, GT52, MAGENTA, ORIGINAL			
48	2	Bottle	INK BOTTLE HP, GT52, YELLOW, ORIGINAL			
49	6	Bottle	INK BOTTLE HP, GT53, XL, BLACK, ORIGINAL			
50	4	Bottle	INK, EPSON C13T664200 (T6642), CYAN			
51	4	Cart	INK CARTRIDGE, HP CZ107AA (HP678), BLACK			
52	4	Cart	INK CARTRIDGE, HP CZ108AA (HP678), TRI-COLOR			
53	8	Cart	INK CARTRIDGE, HP F6V26AA (HP680), TRI-COLOR			
54	10	Cart	INK CARTRIDGE, HP F6V27AA (HP680), BLACK			
55	7	Bottle	INK, FOR STAMP PAD, BLACK			
56	1	Pack	LAMINATING FILM, A4 Size, 100/Pack			
57	10	Piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 WATTS			
58	30	Piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 WATTS			
59	18	Bundle	LOOSELEAF COVER 50/BUNDLE			
60	8	Piece	MAGAZINE FILE BOX, LARGE			
61	14	Set	MARKER, FLOURECENT (3 COLOR/SET)			
62	24	Piece	MARKER, PERMANENT, BLACK			
63	23	Piece	MARKER, PERMANENT, BLUE			
64	3	Piece	MARKER, PERMANENT, RED			
65	15	Piece	MARKER, WHITEBOARD, BLACK			
66	6	Piece	MARKER, WHITEBOARD, BLUE			
67	5	Piece	MARKER, WHITEBOARD, RED			
68	14	Pad	NOTEPAD, STICK-ON, 50MM x 76MM			
69	25	Pad	NOTEPAD, STICK-ON, 76MM x 100MM			
70	10	Pad	NOTEPAD, STICK-ON, 76MM x 76MM			
71	3	Box	PAPER CLIP, VINYL/PLASTIC COATED, 33MM			
72	7	Box	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO 50MM			
73	115	Ream	PAPER, MULTICOPY, A4 80GSM			
74	59	Ream	PAPER, MULTICOPY, LEGAL 80GSM			
75	1	Pack	PAPER, PARCHMENT (100SHEETS/PACK)			
76	1	Piece	PENCIL SHARPENER			
77	7	Pack	PHOTO PAPER (10 PCS/PACK) A4 110GSM			
78	10	Pack	PUSH PIN 30PCS/PACK			
79	5	Piece	RECORD BOOK, 300 PAGES			
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