



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

REQUEST FOR QUOTATION

RFQ No. 2024-03-0269SHOPPING B

Date: March 21 2024

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

Sir/Madam:

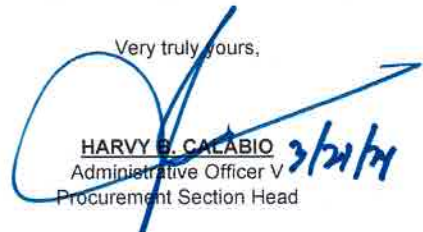
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or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

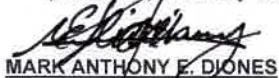
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: procurement.fomimaropa@dswd.gov.ph and maediones@dswd.gov.ph not later than 5:00 PM on March 27, 2024 (Wednesday). Quotations 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
 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: 30 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 to register "


MARK ANTHONY E. DIONES

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

 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
1	5	Drum	Brother Drum DR-3608			
2	5	Toner	Brother Toner TN-3608			
3	1	Drum	Brother Drum DR-455			
4	1	Toner	Brother Toner TN-3448			
5	2	Box	Correction Tape, 5mm x 10mm, 12 pcs per box			
6	2	Piece	12-Digit numbering stamp			
7	3	Bottle	70% Solution Isopropyl Alcohol with Moisturizer 1L Pump			
8	10	Box	Hi-tecpoint Rollerball pen Tip size: 0.5mm, Writing width: 0.30mm Ink Color: Black, 12pcs/box			
9	10	Box	Hi-tecpoint Rollerball pen Tip size: 0.5mm, Writing width: 0.30mm Ink Color: Blue, 12pcs/box			
10	3	Box	Retractable Ballpoint pen, 0.50mm tip, fine Black 12pcs/Box			
11	3	Box	Retractable Ballpoint pen, 0.50mm tip, fine Blue 12pcs/Box			
12	10	Roll	Tape, Transparent, 24mm 50m/Roll			
13	5	Roll	Tape, Transparent, 48mm 50m/Roll			
14	10	Roll	Tape, Masking, 24mm 50m/Roll			
15	10	Roll	Tape, Masking, 48mm 50m/Roll			
16	3	Roll	Tape, Double Sided, w/Foam, 18mm, 10m/Roll			
17	20	Piece	Magazine File Box, Color Blue, Chipboard (min.): 3mm thick leatherette paper for outside cover, Coated paper for inside lining Size: 15 in x 9.5 in x4.5 in			
*** Nothing Follows***						
Delivery Date: Within 30 Calendar Days Upon Receipt of Approved Purchase Order						
Delivery Venue: SLP Office, DSWD FO MIMAROPA, 1680 Benitez cor., Malvar Sts., Malate Manila						
TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Thirteen Thousand Ninety Pesos Only (Php 113,090.00)						
				Note: Please specify brand model/origin .		

PURPOSE: For the use of SLP RO Staff for 2nd Quarter CY 2024
PR No.: 2024-03-0269 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.