



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

REQUEST FOR QUOTATION

RFQ No: 2024-03-0206 SHOPPING - B  
Date: March 12, 2024

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

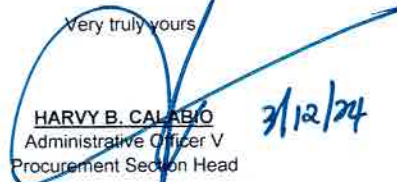
Sir/Madam:

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 may be 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 [bfcumigad@dswd.gov.ph](mailto:bfcumigad@dswd.gov.ph) not later than **5:00 PM on March 18, 2024 (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: 7 Calendar Days upon receipt of Approve P.O
- Place of Delivery: DSWD FO MIMAROPA - 1680 F.T. Benitez cor 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](http://www.philgeps.gov.ph) to register "

  
BRYAN F. CUMIGAD  
Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09203446606

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



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RFQ No. 2024-03-0206

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
			Office Supplies to be use by Social Pension Program staffs in Regional office (1st SEM CY 2024)			
1	50	piece	Rollerball Pen, 0.3mm, Black			
2	50	piece	Rollerball Pen, 0.3mm, Blue			
3	5	pack	Battery Dry cell, Size AAA, 3 pcs			
4	5	pack	Battery Dry cell, Size AA, 4 pcs			
5	20	piece	Glue Stick (Not for glue gun)			
6	10	gallon	Alcohol, Ethyl 1 gallon			
7	1	unit	Digital Voice Recorder			
			Type: Digital audio/voice recorder pen			
			Material: Zinc-aluminum alloy			
			Color: Black; TF card: Up to 128GB; OTG phone connection: Support			
			Files Format: MP3/WAV; Music Format: MP3/WAV/WMA			
			BIT rate: 384kbps; Sampling rate: 48KHz; Gross weight: 80g; Net weight: 60g			
8	6	piece	Flash drive, 16GB			
9	5	Unit	Calculator, Compact (12 digits)			
10	50	piece	Correction Tape			
11	10	box	Clip, Backfold, 19mm, 12pcs per box			
12	10	box	Clip, Backfold, 25mm, 12pcs per box			
13	10	box	Clip, Backfold, 32mm, 12pcs per box			
14	10	box	Clip, Backfold, 50mm, 12pcs per box			
15	11	cart	Hp ink 680 Black			
16	11	cart	Hp ink 680 Tri-color			
17	10	pack	Highlighter, Tip type Chisel, Color yellow, 4pcs			
18	1	Box	Brown Envelope, A4 size, 500 Pcs per box			
19	3	piece	Brother Toner Cartridge TN-2360			
20	30	piece	Packaging tape, width 24mm, transparent			
21	30	piece	Packaging tape, width 48mm, transparent			
22	80	ream	Paper Multi purpose copy, A4 size, 80gsm			
23	30	ream	Paper Multi purpose copy, Legal size, 80gsm			
24	1	piece	Pencil Sharpener, 4.5, Stainless steel with Metal body			
25	10	roll	Tape Transparent 24mm			
26	3	roll	Beige Masking Tape, 18mm x 50m			
27	3	roll	Duct Tape 25m x 50mm, Black, Gloss Finish			
28	3	piece	Tape dispenser, Table top			
29	24	pad	Notepad, Fluorescent pad, 3 in 1 Color			
			***NOTHING FOLLOWS***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Seventy Two Thousand Four Hundred Eighteen Pesos and 36/100 Only (Php 72,418.36)			
				Note: Please specify brand model/origin .		

PURPOSE: Office Supplies to be use by Social Pension Program staffs in Regional office (1st SEM CY 2024)

PR No.: RFQ No. 2024-03-0206

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.