



REQUEST FOR QUOTATION

RFQ No. KC-2024-04-0054
Date: April 15, 2024

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

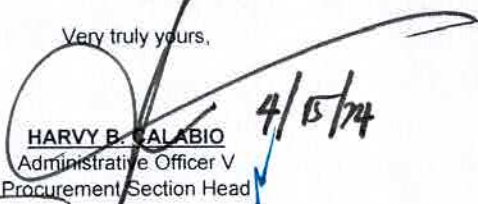
Sir/Madam:

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: samdomingo@dswd.gov.ph not later than **5:00 PM on April 22, 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. 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: 7-15 calendar days upon receipt of approved Purchase Order
- Place of Delivery: Field Office MIMAROPA Region, 1680 F.T. Benitez corner 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 to register "


SHEIVE ANN M. DOMINGO
Procurement Officer

Telefax: 5336-8106 to 07 loc: 24052
Contact Number: 0910-750-7941

Signature Over Printed Name
(Supplier)



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

RFQ No. KC-2024-04-0054

Date: _____ (should be filled up by supplier)

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

MOP: SHOPPING FOR GOODS

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	4	piece	Ballpen, Ball point 0.3 (black), 12s/box			
2	6	box	Ballpen, BLACK, liquid/gel ink, 0.5mm ball needle point, 12s/box			
3	5	unit	CALCULATOR, Compact			
4	10	box	CLIP, backfold, 19mm			
5	5	box	CLIP, backfold, 25mm			
6	5	box	CLIP, backfold, 32mm			
7	4	box	CLIP, backfold, 50mm			
8	30	piece	CORRECTION TAPE, 8 meters			
9	11	box	FASTENER, metal, non-sharp edges, 50 sets per box			
10	100	piece	FOLDER with tab, legal, per piece			
11	10	jar	GLUE, all-purpose, 200 grams			
12	23	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			
13	10	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			
14	10	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			
15	10	box	PAPER CLIP, vinly/plastic coated, 33mm			
16	14	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
17	114	ream	PAPER, MULTICOPY A4, 500 sheets per ream			
18	1	piece	PENCIL SHARPENER, manual, mountable type, with metal clamp, single cutter head, 9-10mm hole in diameter			
19	100	piece	Kraft Expandable Envelope Long with gartirize			
20	100	piece	Pressboard Expandable Folder Long (White, Pink, Orange, Red, Yellow, and Green)			
21	212	box	Sign Here Sticky Notes, one pack has 5 colors approx 100pcs per pack, neon translucent type sticky note signs			
22	7	box	Sign pen, Blue, High Quality, 12s/box			
23	6	piece	STAMP PAD, felt			
24	35	Box	Staple Wire, Standard 5000 Wires per box			
25	2	piece	TAPE DISPENSER, table top			
26	13	roll	TAPE, masking, 24mm			
27	10	roll	TAPE, packaging, 48 mm			
28	10	roll	TAPE, transparent, 24mm			
29	6	piece	Canon G4770 Maintenance Cartridge, MC-G04			
<p>***Nothing follows***</p> <p>Approved Budget for the Contract</p> <p>Fifty-Eight Thousand Eight Hundred Pesos Only</p> <p>Php 58,800.00</p>						
				Note: Please specify brand model/origin .		

PURPOSE: Purchase and Delivery of Office Supplies for PMNP RPMO Staff use

PR No.: KC-2024-04-0054

 (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.



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____ of

_____ has received the Request for

Quotation RFQ No. **KC-2024-04-0054** from DSWD MIMAROPA Region intended for the

Purchase and Delivery of Office Supplies for PMNP RPMO Staff use

Certified by:

(Signature Over Printed Name of Supplier)

Contact: _____

Email Address: _____

RFQ Delivered by:

(Signature Over Printed Name of Canvasser)

Position: _____

Date / Time of Delivery: _____

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.