



REQUEST FOR QUOTATION

RFQ No. KC-2024-04-0055

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. CALABIO
 Administrative Officer V
 Procurement Section Head

4/15/24

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 "

SHEIWE 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-2024-04-0055

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	22	piece	BALLPEN, Ball point 0.3 (black)			
2	23	box	BALLPEN, BLACK, liquid/gel ink, 0.5mm ball needle point, 12s/box			
3	9	set	BLADE, for general purpose cutter/utility knife, 10 pieces per tube for refilling			
4	62	pcs	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack			
5	25	pc	Clearbook, Long size			
6	107	box	CLIP, backfold, 19mm			
7	103	box	CLIP, backfold, 25mm			
8	101	box	CLIP, backfold, 32mm			
9	115	box	CLIP, backfold, 50mm			
10	2	pc	Clip board, wooden or leatherette, Long size			
11	662	piece	CORRECTION TAPE, 8 meters			
12	23	piece	CUTTER/UTILITY KNIFE, Retractable blade, Stainless or Aluminum Body, Size Big			
13	75	piece	DATA FILE BOX, Desktop File Magazine Folder Holder - sections hollow documents organizer file dividers			
14	253	piece	DATA FOLDER, Ring Binder Folder, horizontal Legal Size			
15	2	pc	Dater Rubber Stamp, 3mm			
16	11	pcs	Dater, Self Inking Stamp			
17	2	roll	Duct tape, 48 mm			
18	3	piece	ERASER, felt, for blackboard/whiteboard, Magnetic			
19	53	box	FASTENER, plastic, non-sharp edges, 50 sets per box			
20	80	piece	FOLDER with tab, A4, per piece			
21	131	piece	FOLDER, with TAB, LEGAL, Tagboard, Leaf Dimension 240mm x 365mm, Tab: 13mm			
22	34	jar	GLUE, all-purpose, 200 grams			
23	15	cart	HP ink 680, Black			
24	5	cart	HP ink 680, Tri-color			
25	1	pack	Laminating film A4 250 Microns			
26	1	pack	Laminating Film, 70mm x 100 mm - for IDs 100pcs/pack			
27	1	pack	Laminating Film, 80mm x 110 mm - for IDs 100pcs/pack			
28	1	pack	Laminating Film, A4, 216mm x 303mm- 100pcs/pack			
29	22	bundle	LOOSELEAF COVER, 50 sets per bundle			
30	26	set	MARKER, Fluorescent, 3 colors per set (Highlighter)			
31	15	box	MARKER, Whiteboard, Black, 12s/box			
32	4	box	MARKER, Whiteboard, Blue, 12s/box			
33	2	box	MARKER, Whiteboard, Red, 12s/box			
34	4	pc	Metal Desk Organizer, 3 Layers, Heavy Duty Quality (not sliding)			
35	48	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			
36	13	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			
Page 1 of 2				Note: Please specify brand model/origin.		

PURPOSE: Purchase and Delivery of Office Supplies for KALAH-CIDSS RPMO for 1st Semester of FY 2024

PR No.: KC-2024-04-0055

(Signature over Printed name)
Supplier

VAT
 Non-VAT

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-2024-04-0055

Date: _____ (should be filled up by bidder)

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
37	23	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			
38	3	pc	Office Warehouse Storage Box w/ lid Black Legal (10 5"x16 25x12 5)			
39	59	box	PAPER CLIP, vinly/plastic coated, 33mm			
40	53	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
41	1	ream	PAPER, A3 80gsm			
42	200	ream	PAPER, MULTICOPY A4, 500 sheets per ream			
43	79	pack	PAPER, parchment, 100pcs/pack			
44	4	pc	Hard Plastic Expanding File Folder, Highquality with pockets			
45	4	piece	PENCIL SHARPENER, manual, mountable type, with metal clamp, single cutter head, 9-10mm hole in diameter			
46	5	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			
47	420	piece	ENVELOPE, Expanding, legal, 380MM x 250 mm, with string and eyelet or elastic strap, Brown			
48	88	pc	Plastic envelope, expanding with Handle			
49	137	piece	FOLDER, Expanding/Pressboard, legal, 380MM x 250 mm, White			
50	1	piece	PUNCHER, paper, heavy duty, with two hole guide, 1 diameter of hole, 7mm (approx) distance between two holes 70mm (0.5mm) center to center, Punching depth, 12mm, with lever lock			
51	28	book	RECORD BOOK, 300 PAGES			
52	16	book	RECORD BOOK, 500 PAGES			
53	8	box	RUBBER BAND No. 18, 350g			
54	662	box	Sign Here Sticky Notes, one pack has 5 colors approx 100pcs per pack, neon translucent type sticky note signs			
55	22	box	SIGN PEN, Black, High Quality 12s/box			
56	18	box	SIGN PEN, Blue, High Quality 12s/box 12s/box			
57	4	pack	Special Board Paper for Certificate, A4 250gsm, 100s/pack			
58	5	piece	STAMP PAD, felt			
59	77	Box	Staple Wire, Standard 5000 Wires per box			
60	8	piece	TAPE DISPENSER, table top			
61	22	roll	TAPE, masking, 24mm			
62	9	roll	TAPE, masking, 48 mm			
63	20	roll	TAPE, packaging, 48 mm			
64	132	roll	TAPE, transparent, 24mm			
65	20	roll	TAPE, transparent, 48 mm			
66	21	roll	TWINE, plastic			
67	1	pc	Self-Inking Name Stamp Font size: 11 Arial			
68	1	pc	Self-Inking Name Stamp Font size: 11 Arial			
69	3	pc	Self-Inking Stamp (Received) - *SEE ATTACHED LAYOUT*			
70	4	pc	Self-Inking Customized PR Numbering Stamp Customized - *SEE ATTACHED LAYOUT*			
71	2	pc	Self-Inking Customized Stamp Customized - *SEE ATTACHED LAYOUT* 2.3cm x 5.2cm			
72	2	pc	Self-Inking Customized Stamp Customized - *SEE ATTACHED LAYOUT* 1.3cm x 3.7cm			
			Nothing follows			
			Approved Budget for the Contract			
			Three Hundred Twenty Thousand Pesos Only			
			Php 320,000.00			
			Page 2 of 2			
				Note: Please specify brand model/origin.		

PURPOSE: Purchase and Delivery of Office Supplies for KALAH-CIDSS RPMO for 1st Semester of FY 2024

PR No.: KC-2024-04-0055

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 around for suspension or debarment 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-2024-04-0055 from DSWD MIMAROPA Region intended for the

Purchase and Delivery of Office Supplies for KALAHYAN-CIDSS RPO for 1st Semester of FY 2024

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.

LAYOUT FOR SELF INKING STAMP

ITEM #67 & #68 – NAME STAMP

FONT STYLE – ARIAL

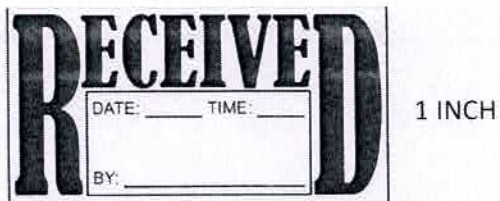
FONT SIZE - 11

SHEIWE ANN M. DOMINGO

JERICO C. GAGA-A

ITEM #69 - RECEIVED STAMP - (3pcs)

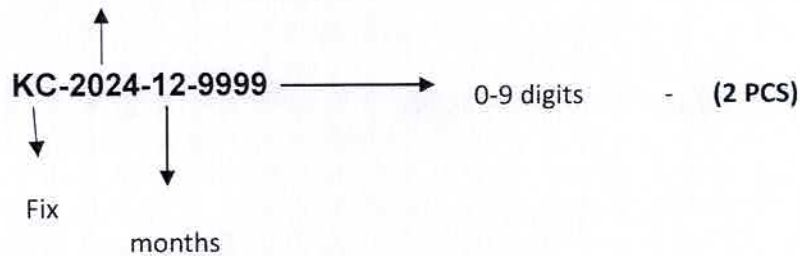
2 INCHES



ITEM #70 - Self-Inking Numbering Stamp – (4pcs)

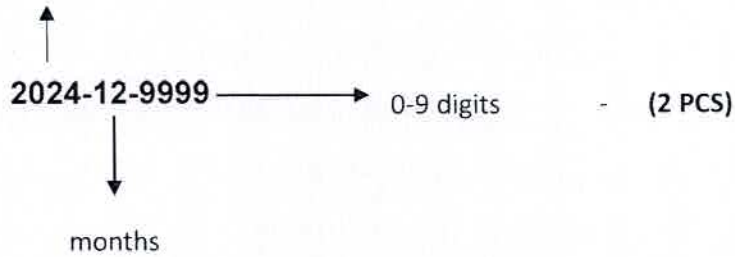
Font Size: 12 Arial (No border)

Years (up to 10 years or more)

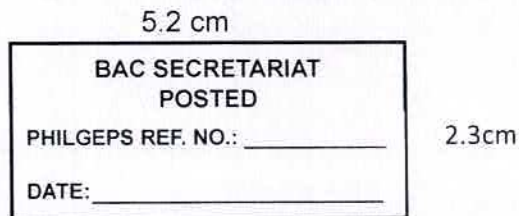


Font Size: 12 Arial (No border)

Years (up to 10 years or more)



ITEM #71 - Self-inking customized stamp – (2pcs)



ITEM #72 - Self-inking customized stamp – (2pcs)

