



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

REQUEST FOR QUOTATION

RFQ No. 2024-04-0351 Shopping B
 Date: April 24, 2024

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

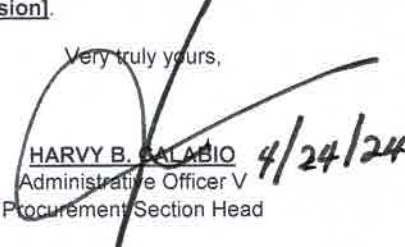
Sir/Madam:

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.

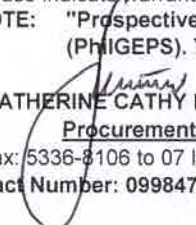
Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B. If awarded, please 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: ccrvictorio@dswd.gov.ph not later than 5:00 PM on May 2, 2024 (thursday). 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 4/24/24
 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 upon receipt of approved PO
- Place of Delivery: DSWD MIMAROPA FO 1680 F.T. Benitez St. 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: _____
- 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 "


 CATHERINE CATHY R. VICTORIO
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052
 Contact Number: 09984746898

 Signature Over Printed Name
 (Supplier)



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RFQ No. 2024-04-0351

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
Purchase of Office Supplies for use of the SFPMO Staff for the 2nd Qrt						
1	4	gallon	ALCOHOL, Ethyl, 1 Gallon			
2	30	piece	SIGN PEN, Medium Tip, Black			
3	20	piece	SIGN PEN, Fine Tip, Blue			
4	30	piece	SIGN PEN, Medium Tip, Blue			
5	15	box	STAPLE WIRE, standard			
6	5	roll	TAPE, masking, 24mm			
7	5	roll	TAPE, masking, 48 mm			
8	10	roll	TAPE, transparent, 24mm			
9	10	roll	TAPE, transparent, 48 mm			
10	5	unit	CALCULATOR, Compact			
11	15	box	CLIP, backfold, 25mm			
12	15	box	CLIP, backfold, 32mm			
13	5	box	CLIP, backfold, 50mm			
14	20	piece	CORRECTION TAPE			
15	15	piece	DATA FILE BOX			
16	1	box	ENVELOPE, Documentary, A4			
17	1	box	ENVELOPE, Documentary, legal,			
18	1	box	ENVELOPE, Expanding, Kraft			
19	5	bundle	FOLDER, Fancy with slide, A4			
20	5	bundle	FOLDER, Fancy with slide, legal			
21	1	box	FOLDER, pressboard			
22	3	piece	MAGAZINE FILE BOX, Large			
23	5	piece	MARKER, Permanent, Black			
24	5	piece	MARKER, Whiteboard, Black			
25	5	box	PAPER CLIP, vinly/plastic coated, 33mm			
26	5	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
27	2	piece	STAMP PAD, felt			
28	5	piece	STAPLE REMOVER, plier-type			
29	1	pack	CARTOLINA, assorted colors			
30	16	pad	NOTEPAD, stick-on, 76mm x 100mm			
31	30	ream	PAPER, MULTIPURPOSE A4			
32	20	ream	PAPER, MULTIPURPOSE LEGAL			
33	25	piece	STORAGE BOX			
nothing follows						
TOTAL APPROVED BUDGET FOR THE CONTRACT Forty-Nine Thousand Four Hundred Seventy-Six Pesos and 60/100 (Php 49,476.60)				Note: Please specify brand model/origin .		

PURPOSE: Purchase of Office Supplies for use of the SFPMO Staff for the 2nd Qrt

PR No.: 2024-04-0351 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.