



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

REQUEST FOR QUOTATION

RFQ No. 2024-04-0333 SHOPPING - B  
Date: APRIL 17, 2024

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

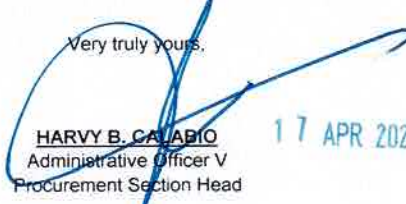
Sir/Madam:

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 April 24, 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  
17 APR 2024

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 Calendar Days upon receipt of Approve P.O
- Place of Delivery: DSWD SWADT Office, 2nd Flr. RKT Bldg., JP Rizal St., Cor Bayabas St., Lalud Calapan City, Oriental Mindoro
- 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. 2024-04-0333

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
<b>Purchase of Office Supplies of SLP - Oriental Mindoro Staff for 2nd Quarter CY 2024</b>						
1	200	piece	Long White Folder			
2	300	piece	Expanding Long Folder (Green)			
3	100	piece	Expanding Long Folder (Blue)			
4	36	piece	Correction Tape, 5mm x 10m (individually packed)			
5	72	piece	Liquid Ink Rollerball pen, tip size: 0.5mm, Writing width: 0.30mm, Ink Color: Black			
6	144	piece	Ballpoint pen, 0.5mm tip, Black, smooth writing			
7	24	box	Fastener, Plastic, #4, 50 sets/box			
8	20	bottle	Epson 003 Eco Tank Replacement Ink, Black 65ml, Authentic			
9	8	bottle	Epson 003 Eco Tank Replacement Ink, Magenta, 65ml, Authentic			
10	8	bottle	Epson 003 Eco Tank Replacement Ink, Cyan, 65ml, Authentic			
11	8	bottle	Epson 003 Eco Tank Replacement Ink, Yellow, 65ml, Authentic			
12	14	bottle	Epson T664 Eco Tank Replacement Ink, Black 65ml, Authentic			
13	4	box	Paper Clip, Vinyl/Plastic coated, 33mm			
14	10	box	Paper Clip, Vinyl/Plastic coated, 50mm, Jumbo			
15	16	box	Backfold clip, 25mm			
16	16	box	Backfold clip, 50mm			
17	4	piece	Multi-purpose Glue, Safe, Non-toxic, with Twist cap, 130g			
18	190	ream	Paper, Copy, Multi-purpose, A4, 80 gsm, 500 sheet/ream			
19	40	ream	Paper, Copy, Multi-purpose, Folio, 80 gsm, 500 sheet/ream			
20	16	piece	Stapler No. 35, Heavy Duty			
21	16	piece	Staple Wire Remover, Plier type, Heavy Duty, Push Style			
22	24	box	Staple Wire No. 35, 5000 wires/box			
23	12	roll	Transparent Tape, 48mm x 50 meters/roll			
24	4	roll	Masking Tape, 48mm x 50 meters/roll			
25	14	roll	Double Sided Adhesive Tape, 24mm x 50 meters/roll			
26	12	piece	Scissors, Stainless steel, 8 inches			
27	60	piece	Highlighter pens, water-based, with anti-dryout technology, refillable, assorted colors			
28	4	piece	Heavy Duty 2 Hole Paper Puncher			
29	10	piece	Plastic Ruler, 12 inches			
30	10	bottle	Permanent Marker REFILL INK, Color Black, 30ml			
31	4	pack	Vellum Paper A4, 180 gsm, 50 sheets/pack			
32	2	piece	Long Expandable Envelope Filling Case with Handle			
33	30	piece	Plastic Long Envelope with Zipper and Handle			
<b>***NOTHING FOLLOWS***</b>						
<b>TOTAL APPROVED BUDET FOR THE CONTRACT: One Hundred One Thousand Six Hundred Four Pesos Only (Php 101,604.00)</b>						
					Note: Please specify brand model/origin .	

PURPOSE: Purchase of Office Supplies of SLP - Oriental Mindoro Staff for 2nd Quarter CY 2024

PR No.: RFQ No. 2024-04-0333

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.**