



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

REQUEST FOR QUOTATION

RFQ No. 2024-04-0337 SHOPPING - B  
Date: APRIL 17, 2024

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

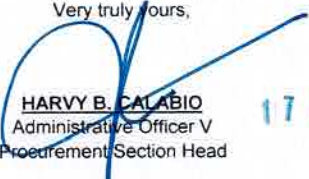
Sir/Madam:

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** 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: [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: SWADT Marinduque, Provincial compound, Brgy. Bangbangalon, Boac Marinduque
- 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: 5336-8100 to 07 loc. 24052  
Contact Number: 09203446606

Signature Over Printed Name  
( Supplier)



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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 - Marinduque for 2nd Quarter CY 2024</b>						
1	31	ream	Paper, Copy, Multi-purpose, A4, 70 gsm, 500 sheet/ream			
2	31	ream	Paper, Copy, Multi-purpose, Folio, 70 gsm, 500 sheet/ream			
3	18	box	Fastener, Plastic, 70mm between prongs, 50 sets/box			
4	18	bottle	Multi-purpose Glue, Safe, Non-toxic, with Twist cap, 240g			
5	22	ox	Epson 003 Eco Tank Replacement Ink, Black 65ml, Authentic			
6	22	bottle	Epson 003 Eco Tank Replacement Ink, Yellow 65ml, Authentic			
7	22	bottle	Epson 003 Eco Tank Replacement Ink, Cyan 65ml, Authentic			
8	22	bottle	Epson 003 Eco Tank Replacement Ink, Magenta			
9	14	box	Backfold clip, 1 1/4 inch, 12pcs/box			
10	7	box	Hi-Tecpoint Rollerball pen, Tip size: 0.5mm, Writing width: 0.30mm, Ink color: Blue, 12pcs			
11	7	box	Hi-Tecpoint Rollerball pen, Tip size: 0.5mm, Writing width: 0.30mm, Ink color: Black, 12pcs			
12	8	piece	Stapler No. 35 with staple wire remover			
13	8	piece	Whiteboard Marker, Dry Wipe, 1.5mm line weight, Black			
14	20	piece	Correction Tape, 5mm x 10m (individually packed)			
15	16	piece	Permanent Marker, Black, Borad Tip			
16	19	piece	Clipboard, Plastic, A4 size, Green			
17	1	kg	Brother Powder Toner Refill TN-2380			
18	1	set	Brother DCP-L2540DW Cartridge Assembly with Drum			
19	11	roll	Transparent Tape, 2 in x 100 yards/roll			
20	20	box	Paper Clip, Metal 55mm long			
***NOTHING FOLLOWS***						
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <b>TOTAL APPROVED BUDET FOR THE CONTRACT:                      Fifty Nine Thousand Nine Hundred Ninety Five Pesos Only (Php 59,995.00)</b> </div>						
				Note: Please specify brand model/origin .		

PURPOSE: Purchase of Office Supplies of SLP - Marinduque for 2nd Quarter CY 2024

PR No.: RFQ No. 2024-04-0337

\_\_\_\_\_  
(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.**