



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

REQUEST FOR QUOTATION - 1ST EXTENSION

RFQ No. 2024-04-0321 Shopping-B  
Date: April 23, 2024

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

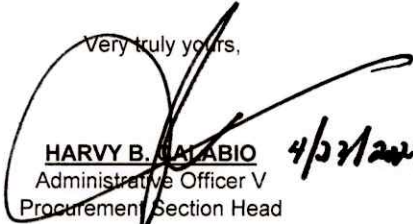
Sir/Madam:

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: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph)** not later than **5:00 PM on April 30, 2024 (Tuesday)**. 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. NATABIO** 4/23/2024  
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: Twenty (20) Calendar Days after receipt of Approved Purchase Order
- Place of Delivery: Pantawid Provincial Operation Office, M. H. Del Pilar St. Brgy. 7, San Jose, Occidental 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 "**

  
**EMMA JOY C. NOLASCO**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: **89994602492**

\_\_\_\_\_  
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](http://www.philgeps.gov.ph) to register

RFQ No. 2024-04-0321

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>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, OCCIDENTAL MINDORO FOR 2ND QUARTER, 2024</b>						
1	2	pack	PHOTO PAPER, A4, 10pieces/pack			
2	16	box	PLASTIC FASTENER, 50pieces/box			
3	176	piece	SIGN PEN, Extra Fine Tip, Black			
4	106	piece	SIGN PEN, Extra Fine Tip, Blue			
5	3	bottle	INK, for stamp pad			
6	35	roll	TAPE, transparent, 24mm			
7	20	roll	TAPE, transparent, 48 mm			
8	12	box	CLIP, backfold, 19mm			
9	44	box	CLIP, backfold, 32mm			
10	7	box	CLIP, backfold, 50mm			
11	67	piece	CORRECTION TAPE, film based type, 8meters			
12	1	piece	MARKER, Whiteboard, Black			
13	42	box	PAPER CLIP, vinly/plastic coated, 33mm			
14	5	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
15	11	pad	NOTEPAD, stick-on, 76mm x 76mm (3" x 4")			
16	120	ream	PAPER, MULTICOPY, A4, 80gsm			
17	106	ream	PAPER, MULTICOPY LEGAL, 80 gsm			
18	16	bottle	INK CARTRIDGE, EPSON 005, Black, 120ml			
19	12	bottle	INK EPSON 001, Black			
20	9	bottle	INK EPSON 001, Cyan			
21	9	bottle	INK EPSON 001, Magenta			
22	9	bottle	INK EPSON 001, Yellow			
23	62	piece	RETRACTABLE PEN, black, 0.5			
<b>*****NOTHING FOLLOWS*****</b>						
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT: Eighty Thousand Nine Hundred Twenty Six Pesos and 51/100 Only (Php80,926.51)</b>						
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Note: Please specify brand model/origin .						

PURPOSE: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, OCCIDENTAL MINDORO FOR 2ND QUARTER, 2024

PR No.: 2024-04-0321

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.