



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

REQUEST FOR QUOTATION - 2nd Extension

RFQ No. 2024-04-0323 Shopping-B  
Date: April 30, 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** not later than **5:00 PM on May 7, 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. CATABIO**  
Administrative Officer V  
Procurement Section Head  
*4/30/2024*

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: Twenty (20) Calendar Days after receipt of Approved Purchase Order
- Place of Delivery: Pantawid Provincial Operation Office, 2nd Floor Alg Commercial Building, Ma. Roxas St., Brgy. Liwayway, Odiongan, Romblon
- 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 lpc. 24052  
Contact Number: 09994602492

\_\_\_\_\_  
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. 2024-04-0323

Date: \_\_\_\_\_ (should be filled up by supplier)

MOP: Shopping-B

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

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, ROMBLON FOR 2nd QUARTER, 2024</b>						
1	51	jar	GLUE, all-purpose, 200 grams			
2	51	box	STAPLE WIRE, standard			
3	102	roll	TAPE, packaging, 48 mm			
4	51	roll	TAPE, transparent, 24mm			
5	51	roll	TAPE, transparent, 48 mm			
6	51	box	CLIP, backfold, 25mm			
7	51	box	CLIP, backfold, 32mm			
8	51	box	CLIP, backfold, 50mm			
9	85	piece	CORRECTION TAPE, film based type, 8meters			
10	102	pad	NOTEPAD, stick-on, 76mm x 76mm (3" x 3")			
11	165	ream	PAPER, MULTICOPY A4, 80gsm			
12	165	ream	PAPER, MULTICOPY LEGAL, 80 gsm			
13	20	piece	Certificate Holder, A4 Size: 210mm x 297mm (8.27 x 11.69) w/ 2 hangers for portrait or landscape orientations; Super Clear Transparency			
14	4	piece	Document Tray File Organizer(4-Tier Metal)			
15	17	pad	Daily Time Record			
16	9	bundle	WHITE FOLDER, legal, 50 pieces per bundle			
17	3	bottle	INK EPSON 001, Magenta			
18	3	bottle	INK EPSON 001, Yellow			
19	2	piece	Ink, Canon, PG 71, Black			
20	2	piece	Ink, Canon, GI -71, Cyan			
21	2	piece	Ink, Canon, GI -71, Magenta			
22	2	piece	Ink, Canon, GI -71, Yellow			
23	186	piece	Sign pen, black, liquid/gel ink, 0.5mm ball needle point			
*****NOTHING FOLLOWS*****						
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> <b>One Hundred Three Thousand Six Hundred Thirty Three Pesos and 41/00 Only</b> <b>(Php103,633.41)</b>						
page 1 of 1						
Note: Please specify brand model/origin .						

PURPOSE: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, ROMBLON FOR 2nd QUARTER, 2024  
 PR No.: 2024-04-0323

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.