



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. 2024-06-0607 Shopping-B
Date: June 21, 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 June 28, 2024 (Friday)**. 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

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 to register "**


EMMA JOY C. NOLASCO

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09994602492

Signature Over Printed Name
(Supplier)



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RFQ No. 2024-06-0607

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
SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, ROMBLON FOR 3RD QUARTER, 2024						
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	85	piece	BALLPEN, retractable black, 0.5mm needle point, super smooth ink, fast drying ink, long lasting ink			
14	17	roll	TAPE, double sided, adhesive, 24mm x 20mm			
15	17	pad	Daily Time Record			
16	9	bundle	WHITE FOLDER, legal, 50 pieces per bundle			
17	3	bottle	INK EPSON 001, Black			
18	3	bottle	INK EPSON 001, Cyan			
19	3	bottle	INK EPSON 001, Magenta			
20	3	bottle	INK EPSON 001, Yellow			
21	85	piece	Sign pen, Blue, liquid/gel ink, 0.5mm ball needle point			
22	3	cart	Toner Cartridge, HP LJ Pro MFP 4103 (HP151A / W1510A)			
23	2	piece	Ink, Canon, PG 71, Black			
24	2	piece	Ink, Canon, PG 71, Cyan			
25	2	piece	Ink, Canon, PG 71, Magenta			
26	2	piece	Ink, Canon, PG 71, Yellow			
27	186	piece	Sign pen, Black, liquid/gel ink, 0.5mm ball needle point			
*****NOTHING FOLLOWS*****						
TOTAL APPROVED BUDGET FOR THE CONTRACT:						
One Hundred Sixty Three Thousand Eight Hundred Eighty Three Pesos and 41/100 Only (Php163,883.41)						
page 1 of 1						
Note: Please specify brand model/origin .						

PURPOSE: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR PANTAWID POO, ROMBLON FOR 3RD QUARTER, 2024

PR No.: 2024-06-0607

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.