

REQUEST FOR QUOTATION

RFQ No. 2024-07-0648 SHOPPING B  
Date: July 3, 2024

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

**Sir/Madam:**

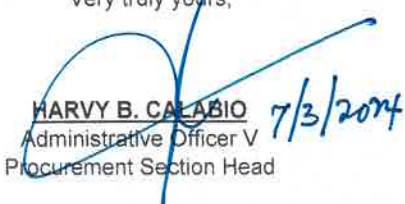
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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.

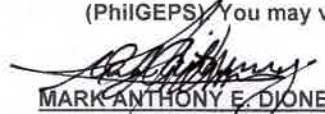
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila **or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) and [maediones@dswd.gov.ph](mailto:maediones@dswd.gov.ph)** not later than **5:00 PM on July 10, 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

**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: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)
- Place of Delivery : DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, Manila)
- 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 "**

  
**MARK ANTHONY E. DIONES**

Telefax: 5336-8706 to 07 loc. 24052  
Contact Number: 09565162748

\_\_\_\_\_  
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

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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>Office Supplies for the use of Disaster Response Management Division of Regional Staff CY 2024</b>			
1	100	Piece	Sign pen, Gel Pen 0.5 Black			
2	10	Piece	Staple Wire, Standard no. 35			
3	30	Roll	Tape, masking, 24mm x 50m			
4	3	Unit	Calculator Compact			
5	50	Piece	Correction Tape 5mm x 10m			
6	10	Piece	Data File Box, made of chipboard, taglia lock blue			
7	100	Ream	Paper Multicopy A4, 210mm x 297mm, 80 gsm			
8	50	Ream	Paper Multicopy Legal, 216mm x 330mm, 80 gsm			
9	5	Book	Record Book, 500 pages			
10	30	cart	Ink Cartridge, Epson C13T664100 (T6641), Black			
11	2	Pack	Laminating film A4, (100pcs/ream), thickness: 250 microns			
12	10	Pack	Sticker paper A4, 10 sheets per pack -matte			
13	5	Roll	Double Sided tape 24mm x 10m			
14	5	Pack	Photo paper A4 230gsm High Gloss 10 sheets per pack			
15	3	Piece	Stapler, standard type			
16	70	Piece	Ink Epson 003 Black			
17	15	Piece	Ink Epson 003 Cyan			
18	15	Piece	Ink Epson 003 Yellow			
19	15	Piece	Ink Epson 003 Magenta			
20	6	Piece	Self Inking Stamp- Assessed by:			
21	6	Piece	Self inking Stamp- Attested by:			
22	6	Piece	Self inking Stamp- Witnessed by:			
23	6	Piece	Self Inking Stamp- Reviewed by:			
24	1	Piece	Self Inking Stamp- SST OIC ARDO:			
25	1	Piece	Self Inking Stamp- SST DC DRMD:			
26	4	Piece	Wooden Stamp- Rush			
			*** Nothing Follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Ninety-Nine Thousand Six Hundred Eighty-Three Pesos and Seventy Centavos Only (Php 99,683.70)			
				Note: Please specify brand model/origin .		

PURPOSE: Office Supplies for the use of Disaster Response Management Division of Regional Staff 2024  
 PR No.: 2024-07-0648 SHOPPING B

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.**