

REQUEST FOR QUOTATION

RFQ No. 2024-07-0649 SHOPPING B
Date: July 3, 2024

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

Sir/Madam:

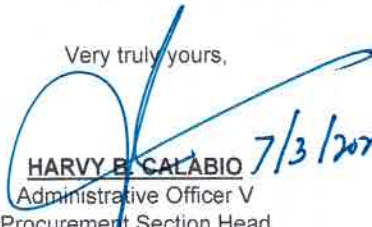
Please quote your government price/s including delivery charges, VAT or **other applicable taxes**, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 and 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 7/3/2024
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: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)
- Place of Delivery : SWADT PALAWAN (No. 54 H. Mendoza St., Puerto Princesa City, Palawan)
- 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 "**


MARK ANTHONY E. DIONES

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09565162748

Signature Over Printed Name
(Supplier)



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

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Date: _____ (should be filled up by supplier)

Company Name : _____
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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
			Office Supplies for the use of Disaster Response Management Division Staff			
1	3	Bottle	Ink, for stampad			
2	20	Box	Staple wire, standard			
3	21	Roll	Tape, Masking, 24mm x 50m			
4	20	Roll	Tape, Masking, 48mm x 50m			
5	20	Roll	Tape, packaging, 48mm x 50m			
6	21	Roll	Tape, transparent, 24mm x 50m			
7	21	Roll	Tape, transparent, 48mm x 50m			
8	2	Unit	Calculator, compact			
9	30	Piece	Correction Tape 5mm x 8m			
10	15	Piece	Data file box, made of chipboard, with closed ends			
11	15	Box	Fastener			
12	4	Box	Paper Clip, vinyl/plastic coated, 33mm			
13	2	Box	Paper Clip, vinyl/plastic coated, jumbo 50mm			
14	2	Box	Rubber band No.18			
15	3	Piece	Tape dispenser, table top			
16	25	Pad	Notepad, stick-on, 50mm x 76mm			
17	25	Pad	Notepad, stick-on, 76mm x 100mm			
18	25	Pad	Notepad, stick-on, 76mm x 76mm			
19	50	Ream	Paper, Multicopy A4 80gsm			
20	30	Ream	Paper, Multicopy Legal 80gsm			
21	3	Piece	Record Book, 500 pages			
22	60	Piece	Sign pen, 0.5 extra fine tip, black			
23	5	Roll	Double sided tape tissue tape 24mm x 10m			
24	2	Piece	Stapler, Standard type			
25	2	Unit	Stapler, Heavy duty (Binder)			
26	3	Piece	Staple Remover, Plier-type			
27	20	Piece	Ink, Epson 003 Black			
28	15	Piece	Ink, Epson 003 Cyan			
29	15	Piece	Ink, Epson 003 Yellow			
30	15	Piece	Ink, Epson 003 Magenta			
31	2	Piece	Heavy Duty Puncher			
			*** Nothing Follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Fifty-Seven Thousand Six Hundred Fifteen Pesos and Sixteen Centavos Only (Php 57,615.16)			
				Note: Please specify brand model/origin .		

PURPOSE: Office Supplies for the use of Disaster Response Management Division Provincial Staff Palawan
PR No.: 2024-07-0649 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.