



REQUEST FOR QUOTATION

RFQ No. 2024-07-0706 SHOPPING B
 Date: August 5, 2024

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

Sir/Madam:

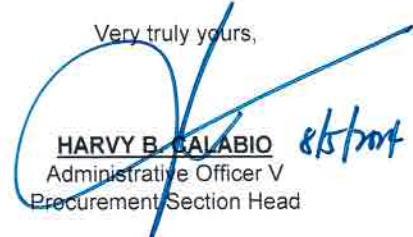
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 August 12, 2024 (Monday).** 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 : SWADT ORIENTAL MINDORO (2F RKT Bldg. J.P. Rizal cor. Bayabas St., Lalud, Calapan City Oriental 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 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 : _____
 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 |
|----------|------|--------|---|--|-----------|------------|
| 1 | 800 | piece | Long White Folder | | | |
| 2 | 300 | piece | Expanding Long Green Folder | | | |
| 3 | 200 | piece | Expanding Long Green Envelope | | | |
| 4 | 50 | piece | Correction Tape, 5mm x 10m (individually packed) | | | |
| 5 | 60 | piece | Manila Paper | | | |
| 6 | 500 | piece | Brown Long Envelope | | | |
| 7 | 300 | piece | Ballpoint pen, 0.5mm tip, Black Smooth writing | | | |
| 8 | 10 | box | Plastic Fastener #4, 50pcs/box | | | |
| 9 | 15 | bottle | Epson 003 Eco Tank Replacement Ink, Black 65ml, Authentic | | | |
| 10 | 26 | bottle | Epson 003 Eco Tank Replacement Ink, Magenta 65ml, Authentic | | | |
| 11 | 12 | bottle | Epson 003 Eco Tank Replacement Ink, Cyan 65ml, Authentic | | | |
| 12 | 12 | bottle | Epson 003 Eco Tank Replacement Ink, Yellow 65ml, Authentic | | | |
| 13 | 10 | bottle | Epson T664 Replacement Ink, Black Authentic | | | |
| 14 | 2 | bottle | Epson T664 Replacement Ink, Magenta Authentic | | | |
| 15 | 2 | bottle | Epson T664 Replacement Ink, Cyan Authentic | | | |
| 16 | 2 | bottle | Epson T664 Replacement Ink, Yellow Authentic | | | |
| 17 | 12 | box | Backfold, Clip 25mm | | | |
| 18 | 12 | box | Backfold, Clip 50mm | | | |
| 19 | 18 | piece | Multi-purpose Glue, Safe, Non-Toxic, with Twist Cap | | | |
| 20 | 250 | ream | Paper, Multi-Purpose, A4 80gsm 500sheets per ream | | | |
| 21 | 30 | ream | Paper, Multi-Purpose, Legal 80gsm 500sheets per ream | | | |
| 22 | 12 | piece | Sticky Note Pad Neon | | | |
| 23 | 6 | piece | Mini Stapler (Heavy Duty, Staple Wire No. 10) Push Style | | | |
| 24 | 10 | box | Staple Wire No. 35, 5000 wires/box | | | |
| 25 | 36 | piece | Sign Pen 0.5, Black | | | |
| 26 | 24 | piece | Sign Pen 0.5, Blue | | | |
| 27 | 75 | piece | Gel Sign Pen 0.5 Black | | | |
| 28 | 2 | piece | Tape Dispenser, Big | | | |
| 29 | 10 | piece | Cutter, Heavy Duty | | | |
| 30 | 6 | piece | Heavy Duty 2 Hole Paper Puncher | | | |
| 31 | 4 | piece | Ink, Brother DCPT720DW, Black | | | |
| 32 | 2 | piece | Ink, Brother DCPT720DW, Blue | | | |
| 33 | 2 | piece | Ink, Brother DCPT720DW, Yellow | | | |
| 34 | 2 | piece | Ink, Brother DCPT720DW, Magenta | | | |
| 35 | 1 | piece | 8 Heavy Duty Rechargeable Battery 1.2,AA,2500mah with 8 slot Battery Charger | | | |
| 36 | 4 | piece | Long Folder Clipboard (Hard Plastic) | | | |
| 37 | 4 | piece | A4 Folder Clipboard (Hard Plastic) | | | |
| 38 | 12 | piece | Permanent, Marker, Black Broad | | | |
| 39 | 12 | piece | Permanent, Marker, Black Fine | | | |
| | | | *** Nothing Follows*** | | | |
| | | | TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Thirty-Seven Thousand Six Hundred Forty Pesos Only (Php 137,640.00) | | | |
| | | | | Note: Please specify brand model/origin . | | |

PURPOSE: For the use of SLP Oriental Mindoro Staff for the 3rd and 4th Quarter of CY 2024
 PR No.: 2024-07-0706 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.