



REQUEST FOR QUOTATION

RFQ No. 2024-07-0723 SHOPPING B  
 Date: August 5, 2024

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

Sir/Madam:

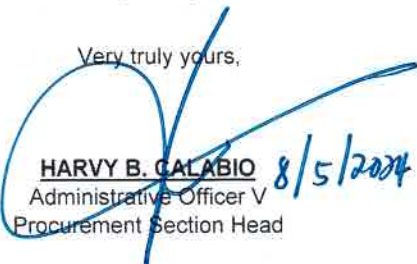
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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](mailto:procurement.fomimaropa@dswd.gov.ph) and [maediones@dswd.gov.ph](mailto: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** 8/5/2024  
 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 : 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: 5336-8106 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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RFQ No. 2024-07-0723 SHOPPING B

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	50	Set	ARROW FLAG/NOTE, SIGN HERE, ADHESIVE ASSORTED COLORS			
2	100	Piece	BALLPOINT PEN BLACK 0.5			
3	100	Piece	BALLPOINT PEN BLUE 0.5			
4	10	Pack	BATTERY, DRY CELL, SIZE AA (2PCS/PACK)			
5	10	Pack	BATTERY, DRY CELL, SIZE AAA (2PCS/PACK)			
6	5	Piece	CALCULATOR, 12 DIGITS			
7	20	Piece	CERTIFICATE HOLDER, A4 SIZE, COLOR GREEN			
8	10	Box	CLIP, BACKFOLD, 19MM			
9	10	Box	CLIP, BACKFOLD, 25MM			
10	10	Box	CLIP, BACKFOLD, 32MM			
11	100	Piece	CORRECTION TAPE 8 METERS			
12	4	Piece	CUTTER, RETRACTABLE			
13	5	Piece	DATER, SELF INKING			
14	5	Piece	ERASER, FELT, FOR WHITEBOARD/BLACKBOARD			
15	5	Piece	EXTENSION CORD, 3 GANG 2 METERS			
16	3	Piece	FLASH DRIVE 16GB			
17	20	Piece	GLUE STICK, ALL PURPOSE GLUE, NON TOXIC, 0.21 OZ/6 GRAMS			
18	15	Cart	INK CARTRIDGE, EPSON 003 BLACK			
19	15	Cart	INK CARTRIDGE, HP678 BLACK			
20	2	Cart	INK CARTRIDGE, HP678 TRI-COLOR			
21	15	Cart	INK CARTRIDGE, HP680 TRI-COLOR			
22	15	Cart	INK CARTRIDGE, HP680 BLACK			
23	20	piece	LED LIGHT T8 TUBE 18WATTS			
24	20	Set	MARKER, FLOURESCENT TYPE, 3 COLORS PER SET			
25	50	Piece	MARKER, PERMANENT, BLACK			
26	20	Piece	MARKER, PERMANENT, BLUE			
27	30	Piece	MARKER, WHITEBOARD			
28	5	Piece	MOUSE, WIRELESS			
29	18	Pack	NOTE PAD, 3"X2"			
30	18	Pack	NOTE PAD, 3"X3"			
31	18	Pack	NOTE PAD, 3"X4"			
32	100	ream	PAPER, MULTICOPY A4 80GSM			
33	5	ream	PAPER PARCHEMENT A4 85GSM 100PIECES/REAM			
34	20	Piece	PENCIL, WITH ERASER			
35	5	Pair	SCISSORS, SYMMETRICAL/ASYMMETRICAL			
36	5	Piece	STAPLE WIRE REMOVER, METAL, SCISSOR TYPE			
37	30	Box	STAPLE WIRE, STANDARD			
38	10	Piece	STAPLER, STANDARD #35			
39	25	Piece	STORAGE BOX 87L			
40	20	Piece	TAPE CASSETTE, LAMINATED, 24MM, BLACK ON THE WHITE TAPE 8MM			
41	3	Piece	TAPE DISPENSER, 1", TABLE TOP			
42	10	Piece	TAPE MASKING, 24MM, 50 METERS			
43	30	Piece	TAPE TRANSPARENT, 24MM 50 METERS			
			*** Nothing Follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Nine Thousand Seven Hundred Thirteen Pesos and Sixty-Four Centavos Only (Php 109,713.64)			
				Note: Please specify brand model/origin .		

PURPOSE: Office Supplies and Materials for the use of all Division in DSWD FO MIMAROPA for the 3rd Quarter of 2024  
 PR No.: 2024-07-0723 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.**