



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

REQUEST FOR QUOTATION

RFQ No.: 2024-08-0800 NP-SHOPPING B  
Date: August 29, 2024

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

Sir/Madam:

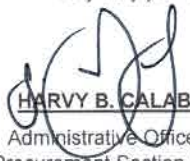
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: [maaluz@dswd.gov.ph](mailto:maaluz@dswd.gov.ph) not later than **5:00 PM on September 5, 2024 (Thursday)**. 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

AUG 29 2024

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: 15 CD upon receipt of approved Purchase Order
- Place of Delivery: SWAD Romblon, Servanez Bldg., Brgy. Liwayway, Odiongan Romblon
- Terms of Payment: within 15-30 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 A. Luz**  
Procurement Officer

Telefax: 5328-5111 to 07 loc. 24052

\_\_\_\_\_  
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

RFQ No.: 2024-08-0800

Date: \_\_\_\_\_ (should be filled up by supplier)

MOP: NP-SHOPPING B

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

Item No.	Qty.	Unit		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</b>						
1	50	REAM	Paper, Multicopy, 80gsm, size: 216mmx330mm(Legal)			
2	60	REAM	Paper, Multicopy, 70gsm, size: 210mmx297mm(A4)			
3	10	PC	STAPLER, standard with remover, #95			
4	10	PC	STAPLE wire remover			
5	60	BOX	STAPLE WIRE, standard			
6	80	BOX	Ballpen, Smooth ink pen, Black, size: 0.5mm needle tip, 12 pcs. Per box			
7	20	ROLL	Tape, transparent, width:48mm			
8	80	BOX	Ballpen, Gel pen. 0.5 mm, Black			
9	40	PAD	NOTEPAD, STICK-ON, 3x3, 100 sheets per pad			
10	40	PAD	NOTEPAD, STICK-ON, 3x4, 100 sheets per pad			
11	6	BOX	RUBBER BAND, 70mm min lay flat length(#18)			
12	50	BOX	CLIP, BACKFOLD, 32MM, 12 pieces per box			
13	50	BOX	CLIP, BACKFOLD, 50MM, 12 pieces per box			
14	10	BOX	Correction tape, 5mmx 8m, 12 pcs. Per box			
15	12	PC	Highlighter, assorted			
16	100	PC	FOLDER, white(legal)			
17	10	PC	SCISSOR, 8 inches			
18	10	PC	STAMP PAD, no.1 without ink			
19	3	BOX	Permanent marker, black, 12 pcs. Per box			
20	3	BOX	Permanent marker, blue, 12 pcs. Per box			
21	10	PC	Calculator, compact, 12 digits, ( 2 way power source)			
22	6	PC	Flashdrive, USB 3.0, 32GB			
23	5	PC	Puncher, heavy duty			
>>>NOTHING FOLLOWS<<<						
Contact Person: Victor V. Soriano - 09217199243						
Delivery Place: SWAD Romblon, Servanez Bldg., Brgy. Liwayway, Odiongan Romblon						
<div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block;"> <p><b>TOTAL APPROVED BUDGET FOR THE CONTRACT</b>                      One Hundred Thousand Pesos Only                      (Php 100,000.00)</p> </div>						
Note: Please specify brand model/origin.						
PAGE 1 OF 1						

PURPOSE: Purchase and delivery of office supplies for the use of AICS Romblon for 2nd Semester CY 2024

PR No.: 2024-08-0800

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 Unit within three (3) days from the date advance copy was served thru fax. **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.