



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

REQUEST FOR QUOTATION

RFQ No. 2024-07-0708 SHOPPING - B
Date: AUGUST 19, 2024

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

Sir/Madam:

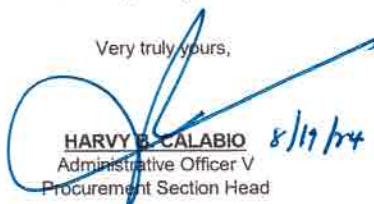
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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 bfcumigad@dswd.gov.ph** not later than **5:00 PM on August 23, 2024 (Friday)**. 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 8/19/24
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: 30 Calendar Days upon receipt of Approve P.O
- Place of Delivery: SWADT Marinduque, Provincial Capitol, Compound, Brgy. Bangbanganon, Boac, Marinduque
- 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 "**


BRYAN F. CUMIGAD

Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 09203446606

Signature Over Printed Name
(Supplier)



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RFQ No. 2024-07-0708

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
Procurement of Office Supplies of SLP Marinduque for 2nd Semester CY 2024						
1	95	ream	Paper, Copy, Multi-purpose, A4, 70gsm, 500 sheets/ream			
2	5	ream	Paper, Copy, Multi-purpose, Folio, 70gsm, 500 sheets/ream			
3	9	box	Fastener, Plastic, 70mm between prongs, 50 sets/box			
4	4	bottle	Multi-purpose Glue, Safe, Non-toxic, with Twist cap, 250g			
5	15	bottle	Epson 003 Eco Tank Replacement Ink, Black, 65mL, Authentic			
6	15	bottle	Epson 003 Eco Tank Replacement Ink, Yellow, 65mL, Authentic			
7	15	bottle	Epson 003 Eco Tank Replacement Ink, Cyan, 65mL, Authentic			
8	15	bottle	Epson 003 Eco Tank Replacement Ink, Magenta, 65mL, Authentic			
9	7	box	Backfold (Binder Clip), 1 1/4 inch, 12pcs/box			
10	6	box	Hi-Tecpoint Rollerball pen, Tip size: 0.5mm, Writing, width: 0.30mm, Ink Color: Blue, 12pcs/box			
11	6	box	Hi-Tecpoint Rollerball pen, Tip size: 0.5mm, Writing, width: 0.30mm, Ink Color: Black, 12pcs/box			
12	12	piece	Staple Wire No. 35, 5000pcs/box			
13	13	piece	Correction Tape, 5mm x 10m (individually packed)			
14	2	piece	Brother L5915DW Toner Cartridge TN3608			
15	12	piece	Transparent Tape, 1inch x 100 yards/roll			
16	6	roll	Packaging tape, clear, 48mm x 80mm			
17	12	box	Paper Clip, Plastic Coated, 55mm long			
18	4	pcs	Calculator MZ-12S Calculator - 12 Digits Math Calculation, Solar and Battery Powered - Extra Large Display with Plastic Keys			
19	10	ream	White Folder, Folio size 100pcs/ream			
20	4	ream	White Folder, 8.5 x 11 size 100pcs/ream			
21	23	pcs	Sticky Note Film Index (Sign Here), See Through 4.5 x 1.2 cm			
22	13	pcs	Sticky Note, 5 in 1 color, (1/2 x 2 cm)			
23	11	pcs	Stainless Steel Scissors, 7.5 Inches, Comfortable Ergonomic Handle, Sharp Blade Sewing Shears, Heavy Duty			
24	8	pcs	Stapler No. 35 with staple wire remover			
25	3	pack	Alkaline Power Double A Battery 2pcs/pack			
26	1	box	Brown envelope, expanded, for legal size documents			
*****Nothing follows*****						
TOTAL APPROVED BUDGET FOR THE CONTRACT: Seventy One Thousand Nine Hundred Seventy One Pesos Only (Php 71,971.00)						
				Note: Please specify brand model/origin.		

PURPOSE: Procurement of Office Supplies of SLP Marinduque for 2nd Semester CY 2024

PR No.: RFQ No. 2024-07-0708

(Signature over Printed name)
Supplier

VAT
 Non-VAT

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.