



REQUEST FOR QUOTATION

RFQ No. 2024-10-1027 SHOPPING B
 Date: October 25, 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 November 1, 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
 Administrative Officer V
 Procurement Section Head

10/25/24

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 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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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	15	Piece	Calculator, 12 Digits			
7	1	Piece	Cartridge Toner, HP LaserJet 48A			
8	20	Piece	Certificate Holder, A4 size, Color Green			
9	20	Piece	Rollerball pen. 0.5mm hybrid needle tip, Water proof, Black			
10	20	Piece	Rollerball pen. 0.5mm hybrid needle tip, Water proof, Blue			
11	20	Box	Clip Backfold, 19mm			
12	20	Box	Clip Backfold, 32mm			
13	100	Piece	Correction Tape 8 Meters			
14	4	Piece	Cutter Retractable			
15	10	Piece	Data File Box			
16	5	Box	Fastener			
17	3	Piece	Flash Drive 16 GB			
18	2	Boxes	Folder, Press Board, White			
19	5	Piece	Air Freshener, Gel Lime, Fresh Lime Scent, 70G			
20	10	Jar	Glue All Purpose			
21	20	Piece	Gue Stick, All Purpose Glue, Non toxic, 0.21 oz/6grams			
22	18	Sets	Ink HP 938 (Black, Magenta, Cyan, Yellow)			
23	10	Piece	Ink Bottle Epson 003 Black			
24	10	Cart	Ink Cartridge, HP678 Black			
25	2	Cart	Ink Cartridge, HP678 Tri-color			
26	5	Cart	Ink Cartridge, HP680 Tri-color			
27	10	Cart	Ink Cartridge, HP680 Black			
28	10	Piece	Ink, Epson L565, 664 Black			
29	10	Set	Marker, Flourescent type, 3 colors per set			
30	50	Piece	Marker, Permanent, Black			
31	20	Piece	Marker, Permanent, Blue			
32	30	Piece	Marker, Whiteboard, Black			
33	20	Piece	Marker, Whiteboard, Blue			
34	29	Piece	Marker, Whiteboard, Red			
35	3	Piece	Mouse Wireless			
PAGE 1 OF 2						
				Note: Please specify brand model/origin .		

PURPOSE: Office Supplies and Materials for the use of all Division in DSWD FO MIMAROPA for the 4th Quarter of 2024
 PR No.: 2024-10-1027 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.



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36	12	Pack	Note Pad, 3" x 2"			
37	12	Pack	Note Pad, 3" x 3"			
38	12	Pack	Note Pad, 3" x 4"			
39	150	Ream	Paper, Multicopy A4 80gsm			
40	5	Ream	Paper, Parchment, A4, 85gsm 100Pieces per ream			
41	10	Pair	Scissors, Symmetrical/Asymmetrical			
42	30	Piece	Sign Pen 0.7 Black			
43	30	Piece	Sign Pen 0.7 Blue			
44	15	Box	Staple Wire, Standard			
45	1	Piece	Stapler, Heavy Duty			
46	5	Piece	Stapler, Standard #35			
47	10	Piece	Storage Box 87L			
48	30	Piece	Cassette, Laminated, 24mm,Black on white Tape 8mm			
49	3	Piece	Tape Dispenser, 1", Table Top			
50	20	Piece	Tape Double Adhesive 1"			
51	10	Piece	Tape, Masking, 24mm 50 meters			
52	30	Piece	Tappe, Transparent, 24mm 50 meters			
53	10	Pack	Vellum Board Paper, 220gsm, 10pcs/pack			
*** Nothing Follows***						
PAGE 2 OF 2						
TOTAL APPROVED BUDGET FOR THE CONTRACT: Two Hundred Seventy-Eight Thousand Eight Hundred Fifteen Pesos and Ninety-Six Centavos Only (Php 278,815.96)						
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