



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

REQUEST FOR QUOTATION - 1st Extension

RFQ No.: 2024-09-0939 (A) SHOPPING B
Date: October 10, 2024

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

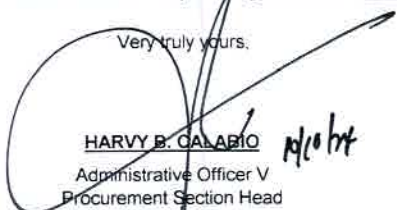
Sir/Madam:

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 may be 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 not later than **5:00 PM on October 17, 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. GALABIO
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: Twenty-Five (20) calendar days upon receipt of approved Purchase Order (PO)
- Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)
- 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 to register"


DAVE T. CORCORO
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Signature Over Printed Name
(Supplier)



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

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

RFQ No.: 2024-09-0939 (A) 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	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	5	pack	CARTOLINA, Assorted colors, 20pcs/pack		
2	10	ream	PAPER, Multicopy, 80gsm, size 210mm x 297mm (A4)		
3	10	ream	PAPER, Multicopy, 80gsm, size 8.5 inches x 13 inches (Legal)		
4	20	piece	RING BINDER, A4, 2"/ 3" spine, 2 rings, blue		
5	2	piece	EXTENSION CORD, Universal outlet extension cord, 6 gang, 6 meters		
6	4	piece	INK CARTRIDGE, HP 62 (BLACK)		
7	4	piece	INK CARTRIDGE, HP 62 (COLOR)		
8	12	piece	INK CARTRIDGE, HP 680 (BLACK)		
9	12	piece	INK CARTRIDGE, HP 680 (COLOR)		
10	30	piece	FOLDER FILE, Color: green; Size: 14 pts.		
11	30	piece	FOLDER FILE, Color: red; Size: 14 pts.		
12	5	bottle	INK REFILLABLE, BROTHER BT60 (BLACK)		
13	5	bottle	INK REFILLABLE, BROTHER BT5000 (CYAN)		
14	5	bottle	INK REFILLABLE, BROTHER BT5000 (MAGENTA)		
15	5	bottle	INK REFILLABLE, BROTHER BT5000 (YELLOW)		
16	3	box	PENCIL, No. 2, 12pcs per box		
17	5	box	MARKER, Permanent, Black, Broad (Chisel), 12pcs/box		
18	15	piece	PLASTIC ENVELOPE, Transparent with handle, Size: long; Gauge: 10; Durable push lock, Color: Blue		
19	10	box	BINDER CLIP, Color: Black; Size: 51mm (2 inches), 12pcs/box		
20	10	box	BINDER CLIP, Color: Black; Size: 19mm (3/4 inches), 12pcs/box		
21	5	box	FASTENER, Plastic coated, 7cm, assorted colors, 50pcs/box		
22	5	box	GEL PEN, Black, 0.5mm ball tip, retractable, 12pcs/box		
23	5	pack	STICKY NOTES, Film index type (Sign Here Arrow Flag), 44 x 12 mm, any color, 5 in 1 per pack		
24	5	pack	YELLOW STICKY NOTE, 200 sheets, 4 x 4, any color		
			>>>> NOTHING FOLLOWS <<<<<		
			Date of Delivery: Twenty (20) calendar days upon receipt of approved Purchase Order (PO)		
			Area of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)		
			Contact Person: MR. ANTHONY T. MATE		
			Contact Number: 0926-635-7446		
			<div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;"> TOTAL APPROVED BUDGET FOR THE CONTRACT Fifty-One Thousand One Hundred Fifty Pesos Only (Php 51,150.00) </div>		
			Note: Please specify brand model/origin.		
			PAGE 1 OF 1		

PURPOSE: Purchase & Delivery of Office Supplies for the use of RJJWC-MIMAROPA for CY-2024

PR No.: 2024-09-0939 (A) 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 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.