

REQUEST FOR QUOTATION

RFQ No. 2024-09-0943 SHOPPING B
Date: November 8, 2024

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

Sir/Madam:

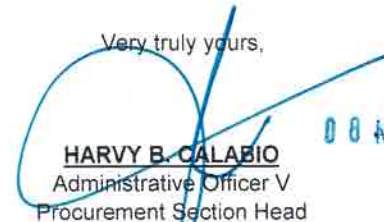
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 15, 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

08 NOV 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: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)
- Place of Delivery : SWADT PALAWAN (No. 54 H. Mendoza St., Puerto Princesa City, Palawan)
- 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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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	200	Piece	Pen, Ball Point, Black			
2	30	Box	Binder Clip, 25mm			
3	30	Box	Binder Clip, 32mm			
4	30	Box	Binder Clip, 41mm			
5	25	Bottle	EPSON/L5290 (Black 003)			
6	20	Bottle	EPSON/L5290 (Yellow 003)			
7	20	Bottle	EPSON/L5290 (Magenta 003)			
8	20	Bottle	EPSON/L5290 (Cyan 003)			
9	11	Bottle	Brother Ink 003, Black			
10	18	Bottle	Brother Ink 003, Cyan			
11	18	Bottle	Brother Ink 003, Magenta			
12	18	Bottle	Brother Ink 003, Yellow			
13	60	Piece	Gelpen, 0.05mm, Black			
14	200	Piece	Long Folder			
15	60	Piece	MARKER, Fluorecent, Green			
16	15	Piece	MARKER, Permanent Black			
17	55	Box	Metal File Fastener 4"			
18	50	Pad	Note Pad 3 x 3			
19	6	Box	Pencil, B (Darker Shade), with eraser, 12pcs per box			
20	11	Piece	Puncher, Heavy Duty			
21	25	Piece	Record Book, No. 85 500 pages			
22	15	Box	Rubber Band Size Stationary no. 18			
23	5	Kilo	Rubber Band Multi-Color			
24	11	Piece	Scissors, Heavy Duty 11 inches			
25	11	Piece	Staple wire remover, heavy duty			
26	200	Box	Stapler, Wire #35			
27	11	Piece	Stapler, Heavy Duty			
28	11	Piece	Calculator, Electronic with 12 digits display			
29	10	Pack	Laminating Film, A4, 100pcs/Pack			
30	10	Piece	Double Sided Mounting Tape 19mm x 4m Outdoor Weather resistant			
31	125	Ream	PAPER MULTICOPY, 80gsm Size: 210mm x 297mm(A4)			
32	50	Ream	PAPER MULTICOPY, 80gsm Size: 216mm x 330mm(long)			
			*** Nothing Follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Ninety-Nine Thousand Nine Hundred Ninety-Five Pesos Only (Php 199,995.00)			
				Note: Please specify brand model/origin .		

PURPOSE: Purchase of Office Supplies for AKAP Palawan for 2nd Semester CY 2024
 PR No.: 2024-09-0943 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.