



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

REQUEST FOR QUOTATION

RFQ No. 2025-01-0006

Date: December 12, 2024

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

VAT  NON-VAT

Sir/Madam:

The Department of Social Welfare and Development Field Office MIMAROPA will undertake an Alternative Method of Procurement in accordance with Section 52.1.b -Shopping B. Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex B. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

Name of Project	: Supply and Delivery of Office Supplies for Pantawid POO, Oriental Mindoro for 1st Quarter 2025
Approved Budget for the Contract (ABC)	: Eighty Two Thousand Fifteen Pesos and 64/100 Only (Php82,015.64)

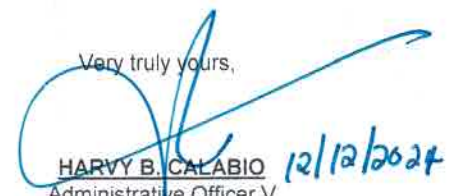
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. All bids higher than the Approved Budget for the Contract (ABC) shall automatically be disqualified.

Please accomplish and submit this form together with Annex A and B to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph) not later than 8:00 AM of 19 December, 2024 (Thursday). Quotations submitted to the 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].

Interested supplier/service provider is required to submit the following documents:

1. Platinum PHILGEPS Registration only with valid and current annexes;
2. For RED membership:
  - a. Current Mayor's/ Business Permit
  - b. PHILGEPS Registration Number
  - c. Latest Income and Business Tax Return (For ABC above 500K)
  - d. SEC Registration/DTI Certificate
3. BIR Form 2303 (Certificate of Registration)

The Head of the Procuring Entity (HoPE) of the DSWD Field Office MIMAROPA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

Very truly yours,  
  
**HARVY B. CALABIO** 12/12/2024  
 Administrative Officer V  
 Procurement Section Head

Received by: \_\_\_\_\_  
 (Signature over Printed Name)  
 Date: \_\_\_\_\_

**TERMS AND CONDITIONS:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: Twenty (20) Calendar Days after receipt of Approved Purchase Order
4. Place of Delivery: Pantawid Provincial Operation Office, 2nd Floor, RKT Building, JP Rizal St., cor. Bayabas St., Brgy. Lalud, Calapan City, Oriental Mindoro
5. Payment shall be processed after delivery and upon submission of the required supporting documents in accordance with the existing government accounting rules and regulations . Please take note that the corresponding bank transfer fee ( if non Land Bank of the Philippines account) shall be charged to the supplier's/contractor's account.
6. Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
**Account Name:** \_\_\_\_\_ **Account Number :** \_\_\_\_\_  
*(should be the exact account name as registered in the bank)*  
**Bank Name:** \_\_\_\_\_ **Branch:** \_\_\_\_\_
7. 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.
8. For goods please indicate brand, model , country of origin and warranty
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail. In case of total figures and words, the latter shall prevail.
10. Bidders shall provide correct and accurate information required in the form. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
11. The item/s shall be delivered according to the requirements specified in the Technical Specifications/ Scope of Work/Terms of References. The DSWD shall have the right to inspect and /or to test the goods/services to confirm their conformity to the Technical Specifications/Scope of Work/Terms of Reference.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

**After having carefully read and accepted the Instructions and Terms and Conditions , I/We submit our quotation for the item/s stated in Annex B.**

**Conforme:**

Signature Over Printed Name : \_\_\_\_\_  
 Position/Designation : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Email Address : \_\_\_\_\_

**IMPORTANT NOTICE:**

*Any solicitations in any form and for any purpose using the name or acting for and on behalf of DSWD Field Office MIMAROPA is unauthorized, unlawful, and should be disregarded. We strongly urge everyone to exercise caution and not engage with anyone claiming to represent DSWD Field Office MIMAROPA in such a manner.*

*To avoid misrepresentation, please only contact our authorized personnel via email or phone. You may reach us through:*

**Bids and Awards Committee Secretariat**  
 DSWD Field Office MIMAROPA  
 1680 F.T. Benitez corner Malvar Streets, Malate, Manila  
 Trunk Line Number: (02) 5328-5111 to 5115 local 24052  
 Email Address: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)  
 Website: <http://www.fo4b.dswd.gov.ph>

Procurement Officer-in-Charge : **EMMA JOY C. NOLASCO**  
 Contact Number : **0999 460 2492**

DATE : \_\_\_\_\_

RFQ NO: 2025-01-0006

COMPANY NAME : \_\_\_\_\_

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." Please indicate the BRAND being offered if applicable	Unit Cost	Total Cost
<b>Supply and Delivery of Office Supplies for Pantawid POO, Oriental Mindoro for 1st Quarter 2025</b>						
1	15	piece	Sign Pen, Extra fine tip, Black			
2	15	piece	Sign Pen, Extra fine tip, Blue			
3	4	roll	Wrapping Paper			
4	4	piece	Battery, dry cell, size AA			
5	4	piece	Battery, dry cell, size AAA			
6	50	piece	Ballpoint Pen, Blue			
7	10	pack	Specialty Paper Vellum A4 size			
8	3	piece	Ink, for stamp pad			
9	4	bottle	Glue, all purpose, 200 grams			
10	30	box	Staple Wire, standard #35			
11	30	roll	Tape, masking, 24mm			
12	30	roll	Tape, masking, 48mm			
13	30	roll	Tape, Packaging, 48mm			
14	39	roll	Tape, Transparent 24mm			
15	3	box	Staple Wire, heavy duty (binder type), 23/13			
16	3	piece	Ruler, plastic, 450mm			
17	30	box	Clip, Backfold 19mm			
18	30	box	Clip, Backfold 25mm			
19	30	box	Clip, Backfold 32mm			
20	30	box	Clip, Backfold 50mm			
21	100	piece	Correction Tape, film based type, 8 meters			
22	10	set	Marker,Flourescent, 3 colors per set, assorted colors			
23	30	piece	Marker, Permanent Black			
24	30	piece	Marker, Permanent Blue			
25	30	piece	Marker, Whiteboard, Black			
26	30	piece	Marker, Whiteboard, Blue			
27	25	box	Paper clip, vinly/plastic coated, 33mm			
28	25	box	Paper clip, vinly/plastic coated, Jumbo, 50mm			
29	3	pack	Cartolina , Assorted Colors, 20pcs/pack			
30	30	pad	Notepad, stick-on ,50mm x 76mm (2"x3")			
31	30	pad	Notepad, stick-on, 76mm x 76mm (3"x3")			
32	180	ream	Paper, Multi-Copy, A4, 80gsm, 210mmx297mm			
33	80	ream	Paper, Multi-Copy, Legal, 80gsm, 216mmx330mm			
34	4	cart	Ink Cartridge, Epson C13T664100 (T6641), Black			
35	4	cart	Ink Cartridge, Epson C13T664200 (T6642), Cyan			
36	4	cart	Ink Cartridge, Epson C13T664300 (T6643), Magenta			
37	4	cart	Ink Cartridge, Epson C13T664400 (T6644), Yellow			
<b>*****NOTHING FOLLOWS*****</b>						
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>						
<b>Eighty Two Thousand Fifteen Pesos and 64/100 Only (Php82,015.64)</b>						
PAGE 1 OF 1						
<b>TOTAL AMOUNT OF QUOTATION IN FIGURES:</b>						
<b>TOTAL AMOUNT OF QUOTATION IN WORDS :</b>						

Submitted by: \_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Position/Designation