



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

REQUEST FOR QUOTATION

RFQ No. 2025-01-0013
Date: January 3 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 A**. **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	:	Procurement of Office Supplies of SLP Palawanm for 1st Quarter 2025
Approved Budget for the Contract (ABC)	:	Eighty-Nine Thousand Five Hundred Ninety-Nine Pesos Only (Php 89,599.00)

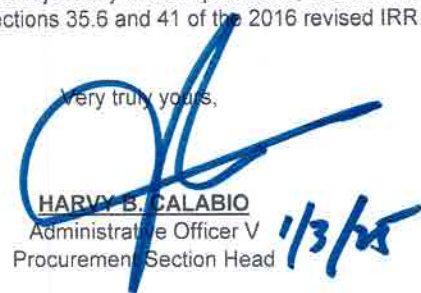
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. All bids higher than the **Approved Budget for the Contract (ABC)** shall automatically be disqualified.

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: procurement.fomimaropa@dswd.gov.ph** not later than **8:00 AM of 10 January, 2025 (Friday)**. 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,

HARVEY B. CALABIO
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: Thirty (30) Calendar days upon receipt of approved Purchase Order (P.O)
4. Place of Delivery: SWADT PALAWAN (No. 54 H. Mendoza St., Puerto Princesa City, Palawan)
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
 Website: <http://www.fo4b.dswd.gov.ph>

 Procurement Officer-in-Charge : Mark Anthony E. Diones
 Contact Number : 09565162748

DATE : _____

RFQ NO: 2025-01-0013

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
1	138	Ream	Paper, Copy, Multi-Purpose, A4, 80 gsm, 500 sheets/ream			
2	5	Ream	Paper, Copy, Multi-Purpose, Legal, 80 gsm, 500 sheets/ream			
3	5	Pack	Folder Legal, with tab 200pcs/pack			
4	99	Pcs	Expanding Folder Long, Green, Pressboard			
5	58	Roll	Tape, Transparent, 48mm 50 meters			
6	5	Roll	Tape, Doublr Sided, 12mm x 10m 3 Meters			
7	1	Pack	Folder L-Type A4 50pcs/pack			
8	59	Piece	Correction Tape, 5mm x 8m (Individually packed)			
9	58	Piece	Retractable Gel Pen, Smooth writing, 0.5mm tip, Color Black (Trusted Brand)			
10	58	Piece	Retractable Gel Pen, Smooth writing, 0.5mm tip, Color Blue (Trusted Brand)			
11	87	Piece	Expanding Long Kraft Envelope with ties			
12	2	Box	Black Permanent Marker, Broad Tip, 12pcs/box			
13	29	Box	Plastic Fastener #4, 50pcs/box			
14	26	Bottle	Epson 003 Eco Tank Replacement Ink, Color Black, 65ml (Authentic)			
15	29	Box	Staple wire #35 for standard type staplers, 5000 wires/box			
16	1	Bottle	Epson Ink EP003, Color Magenta, 65ml (Authentic)			
17	1	Bottle	Epson Ink EP003, Color Cyan, 65ml (Authentic)			
18	1	Bottle	Epson Ink EP003, Color Yellow, 65ml (Authentic)			
19	1	Bottle	Brother Ink Bottle Refill BT5000C Cyan (Authentic)			
20	1	Bottle	Brother Ink Bottle Refill BT5000M Magenta (Authentic)			
21	1	Bottle	Brother Ink Bottle Refill BT5000Y Yellow (Authentic)			
22	1	Cart	Brother Toner - TN-3608, approx 3,000 pp. for Borthor printer MFC-L5915DW, Orig High yield			
23	1	Pack	Battery, Dry Cell, AA, Trusted Brand & Reliable alkaline Battery 4pieces/pack Long Lasting			
24	1	Box	Ballpoint pen, Oil Gel Pen Smooth writin, 0.5mm, Black: 50 pieces			
25	3	Piece	Compact Calculator, Two way power source, LCD Display, with CE mark, Manufacturer must be ISO 9001:2008 Certified			
NOTHING FOLLOWS						
TOTAL APPROVED BUDGET FOR THE CONTRACT:						
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

Submitted by: _____

Signature Over Printed Name

Position/Designation