

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2023-02-023
PR No. See Annex A
Mode of Proc: Shopping 52.1b

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED. To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!**

***Title of the Project: PURCHASE OF OFFICE CONSUMABLES FOR THE TWO MONTH USE (FEBRUARY-MARCH) OF CIS, CASH, BUDGET, ACCOUNTING, PASS, SLP, HRMD, FMD DC, DRMD AND COA FOR CY 2023.**

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 the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to quotation.fo3@dswd.gov.ph not later than **2:00PM February 10, 2023**. 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]**. Bids submitted must be in **pdf format** ONLY clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,



JENNIFER CAMPANG MORALES
Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: Item Basis Lot Basis
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: Sixty (60) Calendar Day
- Good/s/Activity shall be delivered within: Thirty (30) Calendar Days
- Place of Delivery: DSWD FO III, Maimpis, CSFP
Terms of Payment: Within Thirty (30) Calendar Days
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name: _____

Account Number: _____

Bank Name: _____

Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the 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 and country or origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): _____

10. 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 and register for free.



Keilyn Joy Baltazar
PPMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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. 2023-02-023
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please State your Compliance)	UNIT COST	TOTAL COST
1	LOT		OFFICE CONSUMABLES			
12	bottle		CANON INK BOTTLE G1-790, Black, 135 ml, Original			
8	bottle		CANON INK BOTTLE G1-790, Cyan, 70 ml, Original			
15	bottle		CANON INK BOTTLE G1-790, Magenta, 70 ml, Original			
8	bottle		CANON INK BOTTLE G1-790, Yellow, 70 ml, Original			
80	bottle		EPSON INK BOTTLE T6641, Black, 70 ml, Original			
53	bottle		EPSON INK BOTTLE T6642, Cyan, 70 ml, Original			
53	bottle		EPSON INK BOTTLE T6643, Magenta, 70 ml, Original			
53	bottle		EPSON INK BOTTLE T6644, Yellow, 70 ml, Original			
235	bottle		EPSON INK BOTTLE 003, Black, 65 ml, Original			
205	bottle		EPSON INK BOTTLE 003, Cyan, 65 ml, Original			
205	bottle		EPSON INK BOTTLE 003, Magenta, 65 ml, Original			
205	bottle		EPSON INK BOTTLE 003, Yellow, 65 ml, Original			
20	pack		EPSON INK T9481, Black, Standard Capacity, Original			
15	pack		EPSON INK T9482, Cyan, Standard Capacity, Original			
15	pack		EPSON INK T9483, Magenta, Standard Capacity, Original			
15	pack		EPSON INK T9484, Yellow, Standard Capacity, Original			
4	cart		HP 79A, INK TONER CARTRIDGE, Black, Original			
25	cart		HP CARTRIDGE INK #678, Black, Original			
20	cart		HP CARTRIDGE INK #678, Tri-color, Original			
15	cart		HP CARTRIDGE INK #680, Black, Original			
15	cart		HP CARTRIDGE INK #680, Tri-color, Original			
10	cart		TONER CARTRIDGE, HP 17A, Black, Original			
3	cart		TONER CARTRIDGE, HP 26A, Black, Original			
3	cart		TONER CARTRIDGE, HP 35A, Original			
6	cart		TONER CARTRIDGE, HP 151A, Black, W1510A, Original			
			* NOTHING FOLLOWS *			
			<i>Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.</i>			
			Approved Budget for the Contract: PhP 858,323.00			

PURPOSE: PURCHASE OF OFFICE CONSUMABLES FOR THE TWO MONTH USE (FEBRUARY-MARCH) OF CIS, CASH, BUDGET, ACCOUNTING, PASS, SLP, HRMD, FMD DC, DRMD AND COA FOR CY 2023.

PR No. 2023-01-079, 2023-01-046, 2023-01-048, 2023-01-047, 2023-01-051, 2023-01-050, 2023-01-082, 2023-01-055, 2023-01-071, 2023-01-110

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!


JENNIFER C. MORALES
Procurement Officer

Supplier