

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)**REQUEST FOR QUOTATION**RFQ No. **2023-03-030**
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 (INK'S) FOR THE TWO MONTH USE (APRIL-MAY) OF ARDO, LEGAL, ARDA, CBS, ICTMS, SMU, CIU, BUDGET, ACCOUNTING, ORD, HRMD, CASH, SWADA's, CRCF's, RSPU AND SLP 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 **12:00PM March 28, 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: Thirty (30) Calendar Day
 - Good/s/Activity shall be delivered within: Sixty (60) 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.



Kellyn Joy Calma

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."

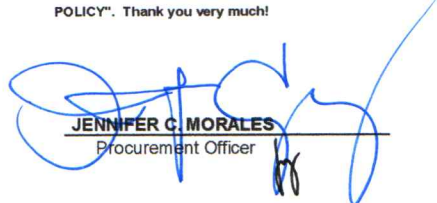
RFQ No. 2023-02-030
Date: _____

*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			
5	bottle		BROTHER INK BOTTLE BTD60BK, BLACK 108.0ml, Original			
4	bottle		CANON INK BOTTLE G1-790, Black, 135 ml, Original			
4	bottle		CANON INK BOTTLE G1-790, Cyan, 70 ml, Original			
4	bottle		CANON INK BOTTLE G1-790, Magenta, 70 ml, Original			
4	bottle		CANON INK BOTTLE G1-790, Yellow, 70 ml, Original			
3	cart		COPY PRINTER INK, DX2430, 500ml			
105	bottle		EPSON INK BOTTLE T6641, Black, 70 ml, Original			
79	bottle		EPSON INK BOTTLE T6642, Cyan, 70 ml, Original			
73	bottle		EPSON INK BOTTLE T6643, Magenta, 70 ml, Original			
79	bottle		EPSON INK BOTTLE T6644, Yellow, 70 ml, Original			
1	bottle		EPSON INK BOTTLE 001, Black, 127 ml, Original			
1	bottle		EPSON INK BOTTLE 001, Cyan, 70 ml, Original			
7	bottle		EPSON INK BOTTLE 001, Magenta, 70 ml, Original			
461	bottle		EPSON INK BOTTLE 003, Black, 65 ml, Original			
212	bottle		EPSON INK BOTTLE 003, Cyan, 65 ml, Original			
210	bottle		EPSON INK BOTTLE 003, Magenta, 65 ml, Original			
216	bottle		EPSON INK BOTTLE 003, Yellow, 65 ml, Original			
1	cart		HP 79A, INK TONER CARTRIDGE, Black, Original			
27	cart		HP CARTRIDGE INK #680, Black, Original			
27	cart		HP CARTRIDGE INK #680, Tri-color, Original			
5	cart		TONER CARTRIDGE, HP 17A, Black, Original			
4	cart		TONER CARTRIDGE, HP 26A, Black, Original			
3	cart		TONER CARTRIDGE, HP 35A, Original			
3	cart		TONER CARTRIDGE, HP 130A, Black, CF350A, Original			
33	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 839,473.28						

PURPOSE: PURCHASE OF OFFICE CONSUMABLES (INK's) FOR THE TWO MONTH USE (APRIL-MAY) OF ARDO, LEGAL, ARDA, CBS, ICTMS, SMU, CIU, BUDGET, ACCOUNTING, ORD, HRMD, CASH, SWADA's, CRCF's, RSPU AND SLP FOR CY 2023.
PR No. 2023-02-234, 2023-02-225, 2023-02-164, 2023-02-205, 2023-02-213, 2023-02-220, 2023-02-240-A, 2023-02-210, 2023-02-221, 2023-02-195, 2023-02-190, 2023-02-228-A, 2023-02-251, 2023-02-255, 2023-02-247, 2023-02-253, 2023-02-249, 2023-02-257, 2023-02-218, 2023-02-261, 2023-03-045, 2023-03-055, 2023-03-059, 2023-03-053, 2023-03-047, 2023-03-050, 2023-02-245

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