

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

**REQUEST FOR QUOTATION**

RFQ No. 2023-06-051  
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) FOR THE TWO MONTH USE (JULY-AUGUST) OF VARIOUS OFFICES/PROGRAMS 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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

**Shopping (for Shopping 52.1B)**

- Philgeps Registration Number
- Valid Mayor's Permit

For methods of procurement requiring **Mayor's Permit** and **Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership** may be submitted in lieu of the said documents

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – "BID SUBMISSION"
IN PERSON SUBMISSION	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	<b>1:00 PM July 3, 2023</b>

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including supporting documents

Very truly yours,

  
**RAYMUND VINCENT A. PANLILIO**  
OIC Admin Division Chief  
Concurrent Procurement Section Chief

**Terms and Conditions:**

1. Award shall be made on per:  Item Basis  Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Thirty (30) Calendar Day
4. Good/s/Activity shall be delivered within: Thirty (30) Calendar Days
5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pampanga
6. 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): \_\_\_\_\_
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. 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](http://www.philgeps.gov.ph) and register for free.

  
JAYSON G. ALVAREZ

PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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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
			<b>OFFICE CONSUMABLE (INKS)</b>			
1	2	bottle	BROTHER INK BOTTLE BT5000C, CYAN 48.8ml, Original			
2	2	bottle	BROTHER INK BOTTLE BT5000M, MAGENTA 48.8ml, Original			
3	2	bottle	BROTHER INK BOTTLE BT5000Y, YELLOW 48.8ml, Original			
4	5	bottle	BROTHER INK BOTTLE BTD60BK, BLACK 108.0ml, Original			
5	15	bottle	CANON INK BOTTLE G1-790, Black, 135 ml, Original			
6	7	bottle	CANON INK BOTTLE G1-790, Cyan, 70 ml, Original			
7	7	bottle	CANON INK BOTTLE G1-790, Magenta, 70 ml, Original			
8	5	bottle	CANON INK BOTTLE G1-790, Yellow, 70 ml, Original			
9	68	bottle	EPSON INK BOTTLE T6641, Black, 70 ml, Original			
10	70	bottle	EPSON INK BOTTLE 001, Black, 127 ml, Original			
11	20	bottle	EPSON INK BOTTLE 001, Cyan, 70 ml, Original			
12	20	bottle	EPSON INK BOTTLE 001, Magenta, 70 ml, Original			
13	20	bottle	EPSON INK BOTTLE 001, Yellow, 70 ml, Original			
14	212	bottle	EPSON INK BOTTLE 003, Black, 65 ml, Original			
15	87	bottle	EPSON INK BOTTLE 003, Cyan, 65 ml, Original			
16	87	bottle	EPSON INK BOTTLE 003, Magenta, 65 ml, Original			
17	81	bottle	EPSON INK BOTTLE 003, Yellow, 65 ml, Original			
18	5	bottle	HP INK BOTTLE GT53, BLACK, 70 ml, Original			
19	9	cart	HP 79A, INK TONER CARTRIDGE, Black, Original			
20	40	cart	HP CARTRIDGE INK #680, Black, Original			
21	40	cart	HP CARTRIDGE INK #680, Tri-color, Original			
22	3	cart	TONER CARTRIDGE, HP 17A, Black, Original			
23	6	cart	TONER CARTRIDGE, HP 26A, Black, Original			
24	3	cart	TONER CARTRIDGE, HP 410A, Black, Original			
25	3	cart	TONER CARTRIDGE, HP 410A, Cyan, Original			
26	3	cart	TONER CARTRIDGE, HP 410A, Magenta, Original			
27	3	cart	TONER CARTRIDGE, HP 410A, Yellow, Original			
28	2	cart	TONER CARTRIDGE, HP 130A, Black, CF350A, Original			
29	4	cart	TONER CARTRIDGE, HP 151A, Black, W1510A, Original			

