

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

REQUEST FOR QUOTATION

RFQ No. 2023-08-073  
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 CONSUMABLE INKS FOR THE TWO MONTH USE (OCTOBER-NOVEMBER) 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><br>Select the Menu – "BID SUBMISSION"  |
| IN PERSON SUBMISSION   | Procurement Section, 2/f, New Building,<br>DSWD Regional Office III, Diosdado<br>Macapagal Government Center, Maimpis,<br>City of San Fernando, Pampanga |
| DEADLINE OF SUBMISSION | <b>1:00 PM August 30, 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

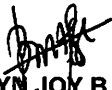
**Terms and Conditions:**

- 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 Day
  - 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.

  
 KEILYN JOY B. CALMA  
 \_\_\_\_\_  
 PPMU

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

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. 2023-08-073  
Date: \_\_\_\_\_

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*PhilGEPS Reg. No.: \_\_\_\_\_

| ITEM NO.   | QTY. | UNIT   | PURCHASER'S SPECIFICATIONS                           | Statement of Compliance and Bidder's Specifications<br>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver) | UNIT COST | TOTAL COST |
|--|------|--------|--|---|-----------|------------|
| 1  | 6    | bottle | BROTHER INK BOTTLE BT5000C, CYAN 48.8ml, Original    |   |           |            |
| 2  | 6    | bottle | BROTHER INK BOTTLE BT5000M, MAGENTA 48.8ml, Original |   |           |            |
| 3  | 6    | bottle | BROTHER INK BOTTLE BT5000Y, YELLOW 48.8ml, Original  |   |           |            |
| 4  | 16   | bottle | BROTHER INK BOTTLE BT5000BK, BLACK 108.0ml, Original |   |           |            |
| 5  | 3    | cart   | CANON CARTRIDGE, INK #811, COLORED, 9ml, Original    |   |           |            |
| 6  | 9    | bottle | CANON INK BOTTLE G1-790, Black, 135 ml, Original     |   |           |            |
| 7  | 11   | bottle | CANON INK BOTTLE G1-790, Cyan, 70 ml, Original       |   |           |            |
| 8  | 11   | bottle | CANON INK BOTTLE G1-790, Magenta, 70 ml, Original    |   |           |            |
| 9  | 11   | bottle | CANON INK BOTTLE G1-790, Yellow, 70 ml, Original     |   |           |            |
| 10   | 203  | bottle | EPSON INK BOTTLE T6641, Black, 70 ml, Original       |   |           |            |
| 11   | 15   | bottle | EPSON INK BOTTLE 001, Black, 127 ml, Original        |   |           |            |
| 12   | 9    | bottle | EPSON INK BOTTLE 001, Cyan, 70 ml, Original          |   |           |            |
| 13   | 9    | bottle | EPSON INK BOTTLE 001, Magenta, 70 ml, Original       |   |           |            |
| 14   | 9    | bottle | EPSON INK BOTTLE 001, Yellow, 70 ml, Original        |   |           |            |
| 15   | 206  | bottle | EPSON INK BOTTLE 003, Black, 65 ml, Original         |   |           |            |
| 16   | 132  | bottle | EPSON INK BOTTLE 003, Cyan, 65 ml, Original          |   |           |            |
| 17   | 133  | bottle | EPSON INK BOTTLE 003, Magenta, 65 ml, Original       |   |           |            |
| 18   | 129  | bottle | EPSON INK BOTTLE 003, Yellow, 65 ml, Original        |   |           |            |
| 19   | 5    | cart   | HP 76A, INK TONER CARTRIDGE, Black, Original         |   |           |            |
| 20   | 10   | cart   | HP CARTRIDGE INK #678, Black, Original               |   |           |            |
| 21   | 3    | cart   | HP CARTRIDGE INK #678, Tri-color, Original           |   |           |            |
| 22   | 37   | cart   | HP CARTRIDGE INK #680, Black, Original               |   |           |            |
| 23   | 39   | cart   | HP CARTRIDGE INK #680, Tri-color, Original           |   |           |            |
| 24   | 5    | cart   | TONER CARTRIDGE, HP 17A, Black, Original             |   |           |            |
| 25   | 3    | cart   | TONER CARTRIDGE, HP 19A, Black, Original             |   |           |            |
| 26   | 1    | cart   | TONER CARTRIDGE, HP 26A, Black, Original             |   |           |            |
| 27   | 19   | cart   | TONER CARTRIDGE, HP 151A, Black, W1510A, Original    |   |           |            |
| * NOTHING FOLLOWS *  |      |        |  |   |           |            |
| <small>Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.</small> |      |        |  |   |           |            |
| <b>Approved Budget for the Contract: PhP 579,168.80</b>  |      |        |  |   |           |            |

**PURPOSE:** PURCHASE OF OFFICE CONSUMABLE INKS FOR THE TWO MONTH USE (OCTOBER-NOVEMBER) OF VARIOUS OFFICES/PROGRAMS FOR CY 2023.

**PR No.** 2023-07-180, 2023-08-036, 2023-08-028, 2023-07-115, 2023-08-025, 2023-08-016, 2023-08-02, 2023-07-140, 2023-07-169, 2023-07-163, 2023-07-147, 2023-07-152, 2023-08-039, 2023-08-039, 2023-08-071, 2023-08-118, 2023-08-080, 2023-08-054, 2023-08-116, 2023-08-103, 2023-07-146

**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!

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

\_\_\_\_\_  
Supplier