

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

REQUEST FOR QUOTATION

RFQ No. 2023-11-063  
PR No. 2023-11-055  
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 FILING MATERIALS FOR THE USE OF RECORDS AND ARCHIVES MANAGEMENT SECTION ON RECORDS FOR SAFEKEEPING AND ARCHIVAL OF PERMANENT RECORDS IN THE RECORDS STORAGE ROOM.**

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; and

**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.**

- Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature or photos with readable brand, and specifications (**i.e brochure, websites, clear pictures showing the brand, model, and description**), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.


**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>  in case of difficulty accessing the above link, you may access the alternate link:  <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a>  Select the Menu – “ <b>BID SUBMISSION</b> ”
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 December 4, 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: Twenty (20) 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.

  
**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. 2023-11-063

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 (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	3	CARTS	TONER CARTRIDGE, HP 26A, Black, Original			
	3	CARTS	TONER CARTRIDGE, HP 151A, Black, W1510A, Original			
	50	PACKS	COLORED STICKER PAPER, A4 size, Matte, 10 sheets/pack			
			Color and Quantity:			
			Red - 10 packs	Yellow - 10 packs		
			Pink - 10 packs	Green - 10 packs		
			Orange - 10 packs			
	350	PIECES	RECORD STORAGE BOX, with Lid, Cardboard, Legal size, Black or Blue			
	200	PIECES	ENVELOPE, EXPANDING, KRAFTBOARD, w/ string, legal size			
	300	PIECES	DATA FILE BOX, made of Chipboard with closed ends, Legal, Black or Blue			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 259,907.00			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

<b>In WORDS:</b>	<b>In FIGURES:</b>
_____	PHP _____

**PURPOSE:** PURCHASE OF FILING MATERIALS FOR THE USE OF RECORDS AND ARCHIVES MANAGEMENT SECTION ON RECORDS FOR SAFEKEEPING AND ARCHIVAL OF PERMANENT RECORDS IN THE RECORDS STORAGE ROOM.

**PR No.** 2023-11-055

**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"

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



\_\_\_\_\_  
Supplier