

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

REQUEST FOR QUOTATION

RFQ No. 2024-02-031
PR No. 2024-02-075
Mode of Proc: Shopping 52.1 B

*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 USE OF VARIOUS OFFICES FOR THE MONTH OF FEBRUARY CY 2024**

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 52.1 B)

- 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	https://tinyurl.com/fo3bacsite in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite 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	9:00 AM February 20, 2024

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,



ADRIAN D. MORALES
OIC- 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: See Annex A
 - Place of Delivery: DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando
 - 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.

- 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.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty (If applicable): _____
- 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).
- 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.

ARRYZZA LUNN Z. EJERA

PPMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electornic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2024-02-031
Date:

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)</small>	UNIT COST	TOTAL COST
	2	bottle	BROTHER INK BOTTLE BTD60BK, BLACK 108.0ml, Original			
	2	bottle	BROTHER INK BOTTLE BT5000C, CYAN 48.8ml, Original			
	2	bottle	BROTHER INK BOTTLE BT5000M, MAGENTA 48.8ml, Original			
	2	bottle	BROTHER INK BOTTLE BT5000Y, YELLOW 48.8ml, Original			
	3	cart	CANON CARTRIDGE, INK #811, COLORED, 9ml, Original			
	6	cart	CANON CARTRIDGE, INK #810, BLACK, 9ml, Original			
	6	bottle	CANON INK BOTTLE G1-790, Black, 135 ml, Original			
	3	bottle	CANON INK BOTTLE G1-790, Cyan, 70 ml, Original			
	3	bottle	CANON INK BOTTLE G1-790, Magenta, 70 ml, Original			
	3	bottle	CANON INK BOTTLE G1-790, Yellow, 70 ml, Original			
	6	bottle	HP INK BOTTLE GT53, BLACK, 70 ml, Original			
	3	bottle	HP INK BOTTLE GT52, CYAN, 70 ml, Original			
	3	bottle	HP INK BOTTLE GT52, MAGENTA, 70 ml, Original			
	3	bottle	HP INK BOTTLE GT52, YELLOW, 70 ml, Original			
	10	cart	HP Cartridge # 680 Black, Original			
	7	cart	HP Cartridge # 680 Tri- color, Original			
	4	cart	HP CARTRIDGE INK #678, Black, Original			
	2	cart	HP CARTRIDGE INK #678, Tri-color, Original			
	48	bottle	Epson 003 Black, 65ml, Original			
	36	bottle	Epson 003 Cyan, 65ml, Original			
	36	bottle	Epson 003 Magenta, 65ml, Original			
	36	bottle	Epson 003 Yellow, 65ml, Original			
	40	bottle	Epson T6641 Black, 70ml, Original			
	40	bottle	Epson T6642 Cyan, 70ml, Original			
	40	bottle	Epson T6643 Magenta, 70ml, Original			
	40	bottle	Epson T6644 Yellow, 70ml, Original			
	4	bottle	EPSON INK BOTTLE 001, Black, 127 ml, Original			
	2	bottle	EPSON INK BOTTLE 001, Cyan, 70 ml, Original			
	2	bottle	EPSON INK BOTTLE 001, Magenta, 70 ml, Original			
	2	bottle	EPSON INK BOTTLE 001, Yellow, 70 ml, Original			
	10	cart	TONER CARTRIDGE, HP 26A, Black, Original			
	10	cart	TONER CARTRIDGE, HP 35A, Original			
	10	cart	TONER CARTRIDGE, HP 151A, Black, W1510A, Original			
	2	cart	HP 79A, INK TONER CARTRIDGE, Black, Original			
	3	cart	TONER CARTRIDGE, HP 17A, Black, Original			
	5	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, BLACK, 8,500 PAGES CAPACITY			
	5	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, MAGENTA, 5,000 PAGES CAPACITY			
	5	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, CYAN, 5,000 PAGES CAPACITY			
	5	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, YELLOW, 5,000 PAGES CAPACITY			
	1	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, BLACK, 34,000 PAGES CAPACITY			
	1	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, YELLOW, 34,000 PAGES CAPACITY			
	1	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, MAGENTA, 34,000 PAGES CAPACITY			
	1	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, CYAN, 34,000 PAGES CAPACITY			
			DELIVERY SCHEDULE:			
			BOTTLED INKS : within 30 calendar days			
			CARTRIGES AND TONERS: within 60 calendar days			
			Approved Budget for the Contract: PhP 725,948.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:

In FIGURES:

PHP

PURPOSE: PURCHASE OF OFFICE CONSUMABLES FOR THE USE OF VARIOUS OFFICES FOR THE MONTH OF FEBRUARY CY 2024

PR No. : 2024-02-075

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"

ADRIAN D. MORALES

OIC - PROCUREMENT SECTION CHIEF

SUPPLIER

PURCHASE REQUEST (PR)										
Entity Name:		DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT - FIELD OFFICE III			Fund Cluster:		1			
Office / Section:		PROPERTY AND SUPPLY SECTION		PR No.:	2024-02-75		Date:	2/14		
		Responsibility Center Code:			20-001-03-00003-01-03-02-01-02					
Stock/ Property No.	Unit	Item Description				Quantity	Unit Cost		Total Cost	
	bottle	BROTHER INK BOTTLE BTD60BK, BLACK 108.0ml, Original				2	430.00		860.00	
	bottle	BROTHER INK BOTTLE BT5000C, CYAN 48.8ml, Original				2	430.00		860.00	
	bottle	BROTHER INK BOTTLE BT5000M, MAGENTA 48.8ml, Original				2	430.00		860.00	
	bottle	BROTHER INK BOTTLE BT5000Y, YELLOW 48.8ml, Original				2	430.00		860.00	
	bottle	CANON CARTRIDGE, INK #811, COLORED, 9ml, Original				3	1,425.00		4,275.00	
	bottle	CANON CARTRIDGE, INK #810, BLACK, 9ml, Original				6	1,076.00		6,456.00	
	bottle	CANON INK BOTTLE G1-790, Black, 135 ml, Original				6	450.00		2,700.00	
	bottle	CANON INK BOTTLE G1-790, Cyan, 70 ml, Original				3	423.00		1,269.00	
	bottle	CANON INK BOTTLE G1-790, Magenta, 70 ml, Original				3	423.00		1,269.00	
	bottle	CANON INK BOTTLE G1-790, Yellow, 70 ml, Original				3	423.00		1,269.00	
	bottle	HP INK BOTTLE GT53, BLACK, 70 ml, Original				6	303.00		1,818.00	
	bottle	HP INK BOTTLE GT52, CYAN, 70 ml, Original				3	523.00		1,569.00	
	bottle	HP INK BOTTLE GT52, MAGENTA, 70 ml, Original				3	523.00		1,569.00	
	bottle	HP INK BOTTLE GT52, YELLOW, 70 ml, Original				3	523.00		1,569.00	
	bottle	HP Cartridge # 680 Black, Original				10	557.00		5,570.00	
	bottle	HP Cartridge # 680 Tri- color, Original				7	557.00		3,899.00	
	bottle	HP CARTRIDGE INK #678, Black, Original				4	580.00		2,320.00	
	bottle	HP CARTRIDGE INK #678, Tri-color, Original				2	580.00		1,160.00	
	bottle	Epson 003 Black, 65ml, Original				48	286.00		13,728.00	
	bottle	Epson 003 Cyan, 65ml, Original				36	310.00		11,160.00	
	bottle	Epson 003 Magenta, 65ml, Original				36	310.00		11,160.00	
	bottle	Epson 003 Yellow, 65ml, Original				36	310.00		11,160.00	
	bottle	Epson T6641 Black, 70ml, Original				40	307.00		12,280.00	
	bottle	Epson T6642 Cyan, 70ml, Original				40	303.00		12,120.00	
	bottle	Epson T6643 Magenta, 70ml, Original				40	303.00		12,120.00	
	bottle	Epson T6644 Yellow, 70ml, Original				40	303.00		12,120.00	
	bottle	EPSON INK BOTTLE 001, Black, 127 ml, Original				4	495.00		1,980.00	
	bottle	EPSON INK BOTTLE 001, Cyan, 70 ml, Original				2	325.00		650.00	
	bottle	EPSON INK BOTTLE 001, Magenta, 70 ml, Original				2	325.00		650.00	
	bottle	EPSON INK BOTTLE 001, Yellow, 70 ml, Original				2	325.00		650.00	
	cart	TONER CARTRIDGE, HP 26A, Black, Original				10	8,595.00		85,950.00	
	cart	TONER CARTRIDGE, HP 35A, Original				10	5,155.00		51,550.00	
	cart	TONER CARTRIDGE, HP 151A, Black, W1510A, Original				10	6,900.00		69,000.00	
	cart	HP 79A, INK TONER CARTRIDGE, Black, Original				2	4,110.00		8,220.00	
	cart	TONER CARTRIDGE, HP 17A, Black, Original				3	4,600.00		13,800.00	
	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, BLACK, 8,500 PAGES CAPACITY				5	10,450.00		52,250.00	
	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, MAGENTA, 5,000 PAGES CAPACITY				5	11,300.00		56,500.00	
	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, CYAN, 5,000 PAGES CAPACITY				5	11,300.00		56,500.00	
	cart	TONER CARTRIDGE, LEXMARK CX522ADE, EXTRA HIGH YIELD, YELLOW, 5,000 PAGES CAPACITY				5	11,300.00		56,500.00	
	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, BLACK, 34,000 PAGES CAPACITY				1	14,968.00		14,968.00	
	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, YELLOW, 34,000 PAGES CAPACITY				1	40,260.00		40,260.00	
	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, MAGENTA, 34,000 PAGES CAPACITY				1	40,260.00		40,260.00	
	cart	TONER CARTRIDGE, LEXMARK CX921DE, EXTRA HIGH YIELD, CYAN, 34,000 PAGES CAPACITY				1	40,260.00		40,260.00	
						SUB-TOTAL		725,948.00		
PURPOSE:		CENTRALIZED COMMONLY USED CONSUMABLE AND SEMI-EXPENDABLE SUPPLIES FOR THE MONTH OF FEBRUARY 2024								
REQUESTED BY:						APPROVED BY:				
Signature:										
Printed Name:		MARIBEL M. BLANCO				VENUS F. REBULDELA				
Designation:		ARD for Administration				Regional Director				
Portion for Procurement Focal Person	PPMP Form:	Version No.	Item No/s.	I certify that this request is included in our PPMP and the specifications & supporting documents are in order.						
FOR BUDGET SECTION USE ONLY					FOR PROCUREMENT UNIT USE ONLY					
Verified as to inclusion in WFP & appropriate fund source	Allotment:		Verified by:		Verified as to inclusion in APP / PPMP & completeness of specifications & supporting documents		Verified by:		Mode of Procurement	
									PMT	