REQUEST FOR QUOTATION
Small Value Procurement

RFQ No. : 26 - 0188
Date : May 13, 2026

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Org. ID No./
Certificate Reference No.: _____
Company TIN : _____

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 in **Annex A** please attach in your quotation a duly notarized certification to this effect.

Please submit together with your bid quotation your:

1.) **Valid Mayor's Permit/Business Permit**
2.) **Valid PhilGEPS Membership/Reg. Number**
3.) **Valid PCAB License (for Infra. only)**
4.) **Latest Income/Business Tax Return (For ABCs above P500K)**
5.) **Duly Notarized Omnibus Sworn Statement (For ABCs above P50K) (downloadable at *https://www.gppb.gov.ph/downloadable-forms*)**
6.) **Certificate of Registration (BIR Form 2303) indicating line of business**

Please accomplish and submit this form together with Annex A and all the required documents addressed to **MS. KRISTINE F. FACULLO, BAC Chairperson** at DSWD-NCR Procurement Section, 2nd Floor # 3894 J&T Building Ramon Magsaysay, Brgy. 587 Sta. Mesa Manila or **email to procurement.foncr@dswd.gov.ph not later than 10:00 A.M. of MAY 18 2026. Quotations submitted to different email address as stated above shall not be considered for evaluation.**

NOTE: Submission of quotation and/or required samples beyond the deadline shall be ground for disqualification.

Very truly yours,

MAY CESARINE L. BAUTISTA
Administrative Officer III
OIC-HEAD, Procurement Section

DSWD Field Office NCR, #3894 J&T Building Ramon Magsaysay, Brgy. 587, Sta Mesa Manila, Philippines 1016
E-mail: procurement.foncr@dswd.gov.ph

26 - 0188

TERMS AND CONDITIONS:

1. Award shall be made on per: ☐ **Item Basis** ☑ **Total Quoted Price** ☐ **Lot Basis**
2. Quotation validity shall be: **Sixty (60) calendar days from the deadline of submission of quotations.**
3. Good/s shall be delivered within: **30 JUNE, 2026**
4. Place of Delivery: **# DSWD Field Office NCR,7th floor , J&T Building , 3894 Magsaysay Blvd, Santa Mesa Manila**
5. Terms of Payment: **within 15-30 working days after complete delivery of goods and completion of required documents.**
   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.**
6. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the 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.
7. Suppliers/Service provider shall provide correct and accurate information as required in the RFQ.
8. Any interlineations, erasures or overwriting shall be valid only if these are countersigned by the supplier or the duly authorized representative.
9. For goods, please indicate brand, model and country of origin (if applicable).
10. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
11. Please indicate Warranty:_____
12. Award of contract shall be **made to the lowest calculated responsive quotations**. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as tie breaking method in accordance to GPPB Circular 06-2005.
13. The awarded service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.
14. **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."

CHARLESTON A. BONUS
Canvasser

_____
(Signature over Printed Name)
Supplier

ANNEX A

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

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Item No.	Qty.	Unit	Purchaser's Specifications	Total ABC Per Item	Bidder's Specifications/Offers (Please fill out the detailed specifications in the space provided and/or indicate "COMPLY" for the specifications you can meet)	Unit Cost	Total Cost
			Supply and Delivery of Office Supplies for the Standards Section				
1.	**14**	**Bottle**	**INK, Epson 003 Ink Bottle , C13T00V100 Black, 65ml**	**4,131.40**			
2.	**10**	**Bottle**	**INK, Epson 003 Ink Bottle , C13T00V200 Cyan 65ml**	**3,016.80**			
3.	**10**	**Bottle**	**INK, Epson 003 Ink Bottle , C13T00V300 Magenta, 65ml**	**3,016.80**			

DSWD Field Office NCR, #3894 J&T Building Ramon Magsaysay, Brgy. 587, Sta Mesa Manila, Philippines 1016
E-mail: procurement.foncr@dswd.gov.ph

4.	**10**	**bottle**	**INK, Epson 003 Ink Bottle , C13T00V400 Yellow, 65ml**	**3,016.80**			
			Date of Delivery : 30 June 2026 Delivery Address : DSWD Field Office NCR, 7th Floor , J&T Building , 3894 Magsaysay Blvd, Santa Mesa, Manila *No Contact Policy/Delivery (End User vis-à-vis Prospective Bidder) until issuance of approved Purchase Order P.O Contact Person : Gregory Ralph Y. Banzon Contact Number : 0960-269-3167				
			Nothing Follows				
			Approved Budget for the Contract (ABC): Php 13,181.80		**Grand Total:**		

Please fill out the detailed specifications in the space provided and/or indicate "COMPLY" for the specifications you can meet). Specifications without an initial "COMPLY" will be considered non-compliant.

PURPOSE : FOR OPERATIONAL USE OF STANDARDS SECTION
PR No. : 2026-04-0155
END-USER : PPD-Standards Section

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-NCR, Procurement Section. 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.

CHARLESTON A. BONUS
Canvasser

Signature over Printed Name
Supplier