

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ NO.

DATE:

9/10/2020

COMPANY NAME:

COMPANY ADDRESS:

CONTACT PERSON:

CONTACT NO.

COMPANY TIN NO.

SIR/MADAM:

Please quote your government price/s including delivery charge, 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 the descriptive brochures, catalogues, literature.

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 accomplish and submit this Form together with Annex A to
on or before 9/17/2020 AT 5:00 PM

DSWD FO IX ZC.

Note: Business Mayor Permit shall be submitted upon receipt of canvass paper/ approved PO.

Very truly yours,

MA. CORAZON G. SUMICAD
CAO

Terms and Conditions:

- Award shall be made on per: Item Lot X
- QUOTATION VALIDITY SHALL NOT BE LESS than 45 days.
- Goods/ shall be delivered 15 DAYS UPON RECEIVED APPROVED PO.
- Place of Delivery: DSWD- FO-IX-ZC
- Terms of Payment: 30 days after delivery/services
- Liquidated damages/ ONE TEN (1/10) OF 1 PERCENT OF EVERY DAY DELAY .
- Indicate brand, model and country of origin: _____
- In case of discrepancy between unit cost And total cost, unit cost shall PREVAIL.
- Warranty: _____
- Prospective supplier must be registered at the Philippines Government electronic Procurement System (PHILGEPS). You may visit Philgeps website at www.philgeps.gov.ph and register for free.

RENATO G. FOJAS

Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO:

COMPANY ADDRESS: DEPARTEMENT OF SOCIAL WELFARE & DEVELOPMENT

CONTACT PERSON: General Vicente Alvarez St. Zamboanga City.

CONTACT NO.:

ANNEX A: RFQ:
RFQ NO.
DATE:

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ITEM NO.	QTY.	UNIT	PURCHER'S SPECIFICATIONS.	ABC	BIDDER'S SPECIFICATION
	30	BOX	BALLPEN CLOR BLACK SEFY GEL	100.00	
	10	BOX	BALLPEN CLOR BLUE SELFY GEL	100.00	
	30	BOX	SIGN PEN COLOR BLACK GEL INK	180.00	
	30	BOX	WHITEBOARD PEN COLOR BLACK	200.00	
	10	BOX	WHITEBOARD PEN COLOR RED	200.00	
	30	BOX	PERMANENT MARKER BLACK 2 END	200.00	
	10	BOX	PERMANENT MARKER RED REFILLABLE	200.00	
	40	PCS.	STABELO MARKER ASSORTED COLORS	13.00	
	100	PCS.	CORRECTION TAPE	20.00	
	20	ROLLS	PLASTIC TAPE #1 WIDTH	15.00	
	20	ROLLS	PLASTIC TAPE #2 WIDTH	25.00	
	20	ROLLS	PACKING TAPE #2 WIDTH	30.00	
	20	PCS.	DATA FILE BOX MADE OF PLASTIC	130.00	
	15	PCS.	PLASTIC RULER	20.00	
	5	PCS.	PUNCHER HEAVY DUTY	350.00	
	10	PCS.	EXTERNAL HARD DRIVE 1 TERA BYTE	3,000.00	
	15	pcs.	USB 16 GB	500.00	
	20	BOX	PAPER CLIP #50 COATED JUMBO	25.00	
			(CONT. PAGE 2)		

PURPOSE: FOR USE OF DISASTER RESPONSE MANAGEMENT DIVISION.

PR NO.: 2020-17779 DTD. 8/18/2020

IMPORTANT: The winning bidder must sign the original copy of purchase order (po) with in five (5) DAYS from the date of receipt. Failure to sign the original P.O. means that the bidder is not interested and will be a ground to suspension or blacklisting in DSWD's future biddings.

RENAME G. JORDIAS

PROCUREMENT OFFICER

CANVASSER:

(SIGNATURE OVER PRINTED NAME)

SUPPLIER

Note: Business Mayor Permit shall be submitted upon receipt approved P.O.
INCOME /BUSINESS TAX RETURN shall be required for Negotiated Procurement to Small Value procurement Modality with ABC Above P 50,000.00 after receipt of a contract and /or during delivery/activity before payment.
OMNIBUS SVOOP/STATEMENT shall be required for Negotiated Procurement and Value Procurement Modality with ABC above P 50,000.00 after receipt of approval and / or during delivery/activity before payment.

COMPANY ADDRESS:	DEPARTEMENT OF SOCIAL WELFARE & DEVELOPEMENT
CONTACT PERSON:	General Vicente Alvarez St. Zamboanga City.
CONTACT NO.:	

ANNEX A: RFQ:
RFQ NO.
DATE:

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RENATO G. FOLAS
PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

Note: Business Major Permit shall be submitted upon receipt approved PO

INCOME /BUSINESS TAX RETURN shall be required for Negotiated Procurement under Small Value procurement Monthly with AEC Above \$ 50,000.00 after receipt of approved contract and /or during delivery/activity before payment.

CONTRACT AGREEMENT shall be required for separate programmed modification.

Value from element flexibility may be above \$50,000.00 since receipt of approved contract and/or during delivery/acceptance pay item.