

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ NO. _____
DATE: 9/9/2020

COMPANY NAME :
COMPANY ADDRESS :
CONTACT PERSON :
CONTACT NO. :
COMPANY TIN NO :

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 the descriptive brochures, catalogues, literatures

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 DSWD fo-9 on or before _____, 2020 5:00 PM

Very truly yours,


MA. CORAZON G. SUMICAD
CAO

Terms and Conditions:

- Award shall be made on per: ___ Item Basis X Lot Basis
- Quotation validity shall not be less than 45 days
- Good/s shall be delivered at ;
- Place of Delivery: DSWD FO-9, ZAMBOANGA CITY
- Terms of payment: 30 DAYS AFTER ACTIVITY
- Liquidated Damages/Penalty ONE-TENTH (1/10) OF ONE PERCENT FOR EVERY DAY DELAY SHALL BE IMPOSED.
- 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 Philippine 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
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

COMPANY NAME:
 COMPANY ADDRESS:
 CONTACT PERSON:
 CONTACT NO.:

ANNEX A: RFQ
 RFQ NO. 0313
 DATE: 30-Jul-20

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
250	1000	bottle	Ballpen, black-fine point, good quality	11.00			
	999	pcs	Ballpen, blue-fine point, good quality	11.00			
	1000	pcs	Correction tape, roller type, filmed based, usable length: 6 meters	14.69			
	10	box	ENVELOPE, brown, documentary, legal 500 pcs/box	773.90			
	10	bundle	Manila paper 500 sheet/bundle	1500.00			
	500	pcs	WHITE FOLDER, long	12.00			
	12	units	EXTERNAL HARD DRIVE, 1TB, 2.5" hdd, requirements: USB 3.0, windows XP/Vista/7, MacOS, 10.4 or above w/ 3.0 cable product guide.	2884.90			
	50	bottle	Glue, all purpose, gross weight 200 grams	65.07			
	100	box	MARKER, PERMANENT, dual-head w/ fine point/typys, black (10 pcs/box)	112.92			
	100	box	MARKER, PERMANENT, dual-head w/ fine point/typys, blue (10 pcs/box)	112.92			
	50	dozen	MARKING PEN, white board, red, felt tip, bullet type	112.92			
	602	reams	PAPER, multicolor, A4 size, 80 gsm, 210mm x 297mm, sub 24	193.00			
	550	reams	PAPER, multicolor, legal size, 80 gsm, 216mm x 330mm, sub 24	203.15			
	75	reams	A3 size bond paper sub 24	600.00			
	75	box	PAPER CLIP, 38mm, 100 pcs/box or 52 grams (min) net of box	6.59			
	100	box	PAPER CLIP, 50mm, 120 pcs/box or 52 grams (min) net of box	14.72			
	150	box	PAPER FASTENER (plastic coated)	30.00			
	100	reams	MEMOCARDS (assorted colors)	125.00			
	1250	pcs	GOVERNMENT FOLDER	8.00			
	31	pcs	RULER, PLASTIC, 450mm (18") width, 38mm min. 1 pc in ind1 plastic	18.75			
	60	box	PERCL, lead w/ eraser, 12 pcs/box #2	60.00			
	58	box	PUSH PINS multicolor	36.28			
	50	box	SIGN PEN	350.00			
	750	qtrch	NOTEBOOK, stenographic, spiral, 40 leaves	12.62			
	70	pcs	SHARP P40, FELT, lead dimension, 60mm x 100mm	35.77			
	75	box	STANDARD OPTIC-PLASTIC, EXTREME Extra Large, L-33cm, W-50cm, H-52cm, transparent	500.00			
	10	units	SCENIC CLIPBOARD, solar type batt, good quality	1,200.00			
	100	pcs	NOTE PAD, stick-on, 2 x 3, 100 sheets/pad	38.84			
	20	pcs	FILE ORGANIZER, 3-layer partition	175.00			
	50	pcs	PUNCHER, paper, heavy duty, w/ two hole guide	138.30			
	100	pcs	RECORD BOOK, 100 pages, size: 214mm x 278mm, Min	74.12			
	50	pcs	GO BOX / FILING BOX	250.00			
	10	liter	UNIVERSAL INK COMPATIBLE W/ EPSON UNIT - cyan	750.00			
	10	liter	UNIVERSAL INK COMPATIBLE W/ EPSON UNIT - magenta	750.00			
	30	liter	UNIVERSAL INK COMPATIBLE W/ EPSON UNIT - yellow	750.00			
	30	liter	UNIVERSAL INK COMPATIBLE W/ EPSON UNIT - black	750.00			
	80	roll	TAPE, masking, width : 24mm (1")	57.83			
	100	roll	TAPE, Double sided, width : 24mm (1")	40.00			
	100	roll	TAPE, packaging width: 48mm (2")	20.93			
	200	roll	TAPE, transparent, width 48mm (2")	20.93			
			Take note : Business/Mayor's permit shall be issued upon receipt of Purchase Order				
			Omnibus Sworn Statement shall be required for Modality with ABC above P50,000.00				

PURPOSE: CONSUMABLE - FOR THE CONSUMPTION OF KC ACT STAFF SUPPLIES FOR 1ST SEMESTER CY-2020.
 PR. NO. 2020-07-17673

IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) 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.

RENATO G. SOAAS
 PROCUREMENT OFFICER
 CANVASSER

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER