

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

REQUEST FOR QUOTATION

RFQ NO. 0596

DATE: 11/19/20

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 on or before 11-19-20 5:00 PM

Very truly yours,

MA. CORAZON G. SUMICAD
CAO

Terms and Conditions:

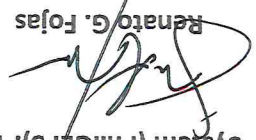
1. Award shall be made on per: Item Basis Lot Basis

2. Quotation validity shall not be less than 45 days
3. Good/s shall be delivered 7wd upon receipt of PO
4. Place of Delivery: DSWD FO IX
5. Terms of payment: 10wd after complete delivery
6. Liquidated Damages/Penalty one-tenth (1/10) of one percent for every day of delay shall imposed
7. Indicate brand, model and country of origin: _____
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Warranty: _____

10. 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.

Regional Procurement Officer

Renato G. Fojas



Supplier

(signature over printed name)

PHILGEPS EXPIRY: _____

PHILGEPS NO.: _____



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

ANNEX A: RFQ
 RFQ NO.: 0596
 DATE:

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
105		reams	paper multicopy legal S20	240.00			
105		reams	paper multicopy A4 S20	230.00			
40		pcs	correction tape 8 meters	35.00			
20		pcs	staple big with remover	140.00			
3		pcs	canon 811 color staple big with remover	1,000.00			
3		pcs	keyboard usb type	450.00			
3		pcs	mouse big usb wireless	450.00			
15		bx	clip backfold 2 inch	50.00			
20		bx	clip backfold 1 inch	50.00			
20		bx	clip backfold 1.5 inch	50.00			
140		pcs	steno notebook 40l leaves	25.00			
50		pcs	signpen black 0.5	35.00			
2		pcs	twine plastic	140.00			
12		pcs	marker permanent black	35.00			
1		pack	photopaper A4	150.00			
8		pcs	scissors big	50.00			
5		bl	glue 250gms	50.00			
8		pcs	ruler 12inches	25.00			
150		pcs	ballpen black	15.00			
50		pcs	White folder long	15.00			
			Income/Business tax return shall be required for negotiated procurement under small value procurement modality with ABC above P500,000.00 after receipt of approved contract and/or during delivery/activity before payment				
			Omnibus Sworn Statement shall be required for negotiated procurement under small value procurement modality with ABC above P500,000.00 after receipt of approved contract and/or during delivery/activity before payment				
			Business/Mayors permit shall be submitted upon receipt of Purchase Order				

SF-2020-11-0429
 POSTED
 CEPS REF NO.
 SIGNATURE

PURPOSE: Office supplies SF
 PR. NO.: 2020-11-17958

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 for suspension of booklisting in DSWD's future biddings.

[Signature]
 REMATO G. FOJAS
 RPROCUREMENT/OFFICER

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER

CAIVASSER