

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

REQUEST FOR QUOTATION

RFQ NO. 675  
DATE: 12/9/2020

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 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 accomplish and submit this form together with Annex A to DSWD FO IX Z-C. on or before DEC. 14, 2020 10:00 AM

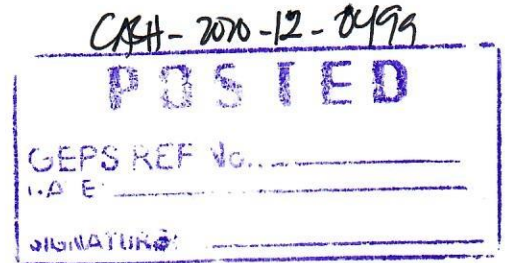
Very truly yours,  
*Corazon G. Sumicad*  
MA. CORAZON G. SUMICAD  
CAO

Terms and Conditions:

- Award shall be made on per:  Item Basis  Lot Basis
- Quotation validity shall not be less than 30 days
- Good/s shall be delivered DSWD 3RD FLOOR
- Place of Delivery: DSWD field office IX
- Terms of payment: \_\_\_\_\_
- Liquidated Damages/Penalty \_\_\_\_\_
- 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](http://www.philgeps.gov.ph) and register for free.

Note: Business/ Mayors permit shall be submitted upon receipt of Approved Purchase orders.

*for*  
*Renato G. Fojas* 12/09  
Regional Procurement Officer



(signature over printed name)

Supplier

PHILGEPS NO: \_\_\_\_\_  
PHILGEPS EXPIRY: \_\_\_\_\_

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

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ANNEX A: RFQ  
RFQ NO: 675  
DATE: 12/9/2020

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	50	bxs	CONTINUOUS FORMS 3 PLY 280MM X 241MM ( 11 X 9-1/2)	98,770.00			
2	20	bxs	FOLDER PRESSBOARD SIZE: 369MM X 242MM				
3	5	bxs	MARKER PERMANENT BULLET TYPE BLACK				
4	30	bxs	PAPER CLIP 50MM 100pcs/bx				
5	50	pcs	EXPANDED FOLDER LONG				
6	10	bxs	CLIP BACKFOLD 19MM 12s/BX				
7	10	bxs	CLIP BACKFOLD 25MM 12s/BX				
8	10	bxs	CLIP BACKFOLD 32MM 12s/BX				
9	10	bxs	CLIP BACKFOLD 50MM 12s/BX				
10	50	rolls	TOILET PAPER TISSUE				
11	15	reams	PAPER BOND A4				
12	15	reams	PAPER BOND LONG				
13	25	pcs	STAPLE WIRE #35				
14	36	pcs	CORRECTION TAPE 8MM				
15			XX				
16							
17							
= BUSINESS/ MAYOR'S PERMIT SHALL BE SUBMITTED UPON RECEIPT OF APPROVED PURCHASED ORDER/S.							

PURPOSE: For the use of Cash section for salaries /TEVS/ETC.

PR. NO: 2020-11-25-2020  
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 or blacklisting in DSWD's future biddings.

*Renato G. Fojas*  
RENATO G. FOJAS  
Regional Procurement officer

*JUN 2020*  
Canvasser/POO  
Signature over printed name

084-2020-11-25-2020

**POSTED**

GEPS REF No. \_\_\_\_\_  
I.A.E. \_\_\_\_\_

SIGNATURE

SIGNATURE OVER PRINTED NAME:  
SUPPLIER