

**REQUEST FOR QUOTATION**

RFQ NO. 2021-434  
DATE: 19-Apr-2021

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

*SLP-2021-08-185*  
**POSTED**  
GEPS REF No. \_\_\_\_\_  
DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

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 **TECHNICAL SPECIFICATIONS** 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 submit this form together with Annex A to **DSWD FO IX BAC OFFICE** on or before May 8, 2021 ~~10:00 AM~~ 5:00pm

Very truly yours,

*[Signature]*  
**MA. CORAZON G. SUMICAD**  
CAO

Terms and Conditions:

**PURPOSE**

**( RE- CANVASS ) FOR THE USE OF SLP ZAMBOANGA CITY & ISABELA CITY CLUSTER (1st and 2nd Quarter)**

- PR NUMBER** : 2021-01-0074
- Award shall be made on per : Item Basis / Lot Basis
  - Quotation validity : 30 Calendar days from bid opening
  - Delivery Period : 10 days upon receipt of PO
  - Delivery Area : ZAMBOANGA CITY
  - Terms of payment : With in 60 working days
  - Liquidated Damages/Penalty : 1/10 of 1% of undelivered portion x No. of days of delay
  - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
  - Warranty : N/A
  - Performance Security : N/A

10. 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.

*[Signature]*  
**Renato G. Fojas**  
Regional Procurement Officer

(signature over printed name)  
Supplier

**PHILGEPS NO.** \_\_\_\_\_  
**PHILGEPS EXPIRY:** \_\_\_\_\_

Department of Social Welfare and Development FO-IX  
**BIDS AND AWARDS COMMITTEE**

For Posting  
*[Signature]*  
Received by: Ma. Corazon G. Sumicad  
Date & Time: 19/4/2021 4:55 PM  
Remarks: \_\_\_\_\_

ANNEX A: RFQ  
 RFQ NO. 2021-434  
 DATE 04-19-2021

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
 DENNIS DC. CATAIS  
 09556878989

COMPANY NAME  
 COMPANY ADDRESS  
 CONTACT PERSON  
 CONTACT NO.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
5		bottle	UNIVERSAL INK (black)	54,000.00			
5		bottle	UNIVERSAL INK (cyan)				
5		bottle	UNIVERSAL INK (magenta)				
5		bottle	UNIVERSAL INK (yellow)				
1		set	HP INK TANK 310 CARTRIDGE				
70		ream	BOND PAPER (long sub-20)				
10		ream	BOND PAPER (A4 sub-20)				
50		pcs.	EXPANDED ENVELOPE (LONG YELLOW)				
212		pcs.	EXPANDED FOLDER (LONG YELLOW)				
10		unit	CALCULATOR, COMPACT ELECTRONIC, 12 DIGITS CAP				
25		box	PAPER FASTENER				
100		pcs.	- CORRECTION TAPE				
10		pad	STICKY NOTES				
150		pcs.	SIG PEN (BLACK)				
6		pcs.	STAINLESS SCISSOR (BK)				
9		pcs.	STAPLER HEAVY DUTY (BIG)				
10		box	PENCIL (MONGOL)				
3		pcs.	STAMP PAD				
1		box	CLIP, BACKFOLD 50mm, 12s/box				
15		pcs.	HIGHLIGHTER PEN				
1		bottle	GLUE, ALL PURPOSE, GROSS WEIGHT: 200 grams min.				
35		bottle	ALCOHOL 70% 500ml				
10		roll	TAPE, TRANSPARENT, WIDTH: 24mm(1")				
8		roll	TAPE, TRANSPARENT, (2")				
5		roll	PACKING TAPE 2"				

3	pcs.	RECORD BOOK, 300 pages size:214mm X 279mm min.		
8	pcs.	STORAGE BOX		
1	pcs.	RUBBER STAMP (CERTIFIED TRU COPY)		
4	pcs.	PENCIL SHARPENER		
		XXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXX		
		Take Note:		
		Business/Mayor's Permit shall be issued upon receipt of Purchase Order		
		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 P50,000.00 after receipt of approved contract and/or during delivery/activity before payment.		

PURPOSE : FOR THE USE OF SLP ZAMBOANGA CITY & ISABELA CITY CLUSTER (1st and 2nd Quarter)

PR. NO. 2021-01-0074

*[Signature]*  
 RENATO G. FUJAS  
 PROCUREMENT OFFICER

DENNIS DC. CATTIS  
 CANVASSER

SIGNATURE OVER PRINTED NAME  
 SUPPLIER