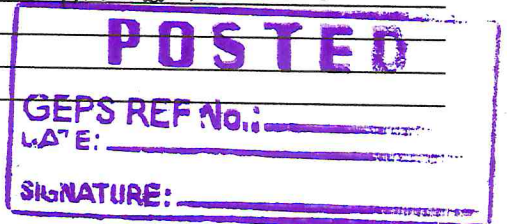


REQUEST FOR QUOTATION

RFQ NO. 2021-04-0048
DATE: 05-17-21

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

HFE-2021-05-013



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 24, 2021 05:00 PM.

Department of Social Welfare and Development FO-IX BIDS AND AWARDS COMMITTEE	
Received by: <u>Pincen</u>	Very truly yours, <u>RIDUAN P. HADJIMUDDIN, CESO IV</u> ARDA
Date & Time: <u>5/17/2021 3:01pm</u>	
Remarks: _____	
PURPOSE	FOR THE OPERATION OF THE HOME FOR THE ELDERLY; 1ST SEMESTER CY 2021:
PR NUMBER	PR-2021-04-0048
1. Award shall be made on per	<input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis
2. Quotation validity	30 DAYS
3. Delivery Period	30 DAYS UPON RECEIPT OF <u>PO-NTP</u>
4. Delivery Area	HOME FOR THE ELDERLY
5. Terms of payment	Within 60 calendar days
6. Liquidated Damages/Penalty	1/10 of 1% of undelivered portion x No. of days of delay
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.	
8. Warranty	<u>N/A</u>
9. Performance Security	<u>N/A</u>
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.	

Renato G. Fojas
Regional Procurement Officer

Supplier (signature over printed name)

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY
CONTACT PERSON :
CONTACT NO. :

ANNEX A: RFQ
RFQ NO. :
DATE :

2021-04-0048

05-13-21

PURCHASERS SPECIFICATIONS				BIDDER'S SPECIFICATIONS			
ITEM NO.	QTY.	UNIT		TOTAL ABC		UNIT COST	TOTAL COST
OFFICE SUPPLIES							
1	15	bottle	STAMP PAD INK, purple or violet, 50ml (mln.)				
2	15	roll	ACETATE, thickness: 0.075mm mln (gauge #3)				
3	6	box	CARBON FILM, PE, black, size 216mm x 330mm				
4	30	packs	CARTOLINA, assorted colors				
5	60	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") mln				
6	60	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") mln				
7	30	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") mln				
8	90	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves				
9	300	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm				
10	300	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm				
11	30	pad	PAPER, PAD, ruled, size: 216mm x 330mm (8 2mm)				
12	50	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm mln				
13	100	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm mln				
14	150	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled				
15	250	pack	TISSUE, Interfolded paper towel				
16	30	jar	GLUE, all purpose, gross weight: 200 grams mln				
17	30	box	STAPLE WIRE, for heavy duty staplers, (23/13)				
18	30	box	STAPLE WIRE, STANDARD, (26/6)				
19	30	roll	TAPE, ELECTRICAL, 18mm x 16M mln				
20	25	roll	TAPE, MASKING, width: 48mm (±1mm)				
21	25	roll	TAPE, PACKAGING, width: 48mm (±1mm)				
22	25	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)				
23	150	piece	CORRECTION TAPE, film base type, UL 6m mln				
24	150	piece	DATA FILE BOX, made of chipboard, with closed ends				
25	100	piece	DATA FOLDER, made of chipboard, toggle lock				
26	5	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc				

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
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CONTACT PERSON :
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ANNEX A: RFQ
RFQ NO. : 2021-04-0048
DATE : 2021-04-0048

PURCHASER'S SPECIFICATIONS				BIDDER'S SPECIFICATIONS			
ITEM NO.	QTY.	UNIT		TOTAL ABC		UNIT COST	TOTAL COST
OFFICE SUPPLIES							
27	1	boxes	ENVELOPE, melling, white, with window				
28	30	box	FASTENER, METAL, 70mm between prongs				
29	50	piece	FILE ORGANIZER, expanding, plastic, 12 pockets				
30	50	set	FILE TAB DIVIDER, bristol board, for A4				
31	25	set	FILE TAB DIVIDER, bristol board, for legal				
32	5	packs	FOLDER, L-TYPE, PLASTIC, for A4 size documents				
33	5	packs	FOLDER, L-TYPE, PLASTIC, for legal size documents				
34	15	pieces	MAGAZINE FILE BOX, LARGE size, made of chipboard				
35	10	pieces	MARKER, whiteboard, black, felt tip, bullet type				
36	10	piece	MARKER, whiteboard, red, felt tip, bullet type				
37	30	piece	MARKER, PERMANENT, bullet type, black				
38	30	piece	MARKER, PERMANENT, bullet type, blue				
39	50	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min				
40	50	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min				
41	10	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB				
42	10	bundle	RING BINDER, plastic, 32mm, 84 rings				
43	10	box	RUBBER BAND, 70mm min lay flat length (#18)				
44	5	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min				
45	20	piece	CUTTER BLADE, for heavy duty cutter				
46	5	piece	CUTTER KNIFE, for general purpose				
47	5	piece	DATING AND STAMPING MACHINE, heavy duty				
48	2	piece	PENCIL SHARPENER, manual, single cutter head				
49	10	piece	PUNCHER, paper, heavy duty, with two hole guide				
50	10	pair	SCISSORS, symmetrical, blade length: 65mm min				
51	25	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min				
52	5	unit	STAPLER, BINDER TYPE, heavy duty, desktop				

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
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ANNEX A: RFQ
RFQ NO. :
DATE : 05-17-21

2021-04-0048

PURCHASER'S SPECIFICATIONS			BIDDER'S SPECIFICATIONS		
ITEM NO.	QTY.	UNIT	TOTAL ABC	UNIT COST	TOTAL COST
	1	LOT			
OFFICE SUPPLIES					
53	10	piece			
STAPLE REMOVER, PLIER-TYPE					
54	5	piece			
TAPE DISPENSER, TABLE TOP, for 24mm width tape					
55	1	unit			
BINDING AND PUNCHING MACHINE, binding cap: 50mm					
56	10	unit			
CALCULATOR, compact, 12 digits					
57	5	pieces			
PHILIPPINE NATIONAL FLAG, 100% polyester					
58	25	pieces			
CLEARBOOK, 20 transparent pockets, for A4 size					
59	25	pieces			
CLEARBOOK, 20 transparent pockets, for LEGAL size					
60	25	pieces			
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip					
					</

REMATO G. JOJAS
RPROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

CANVASSER