

REQUEST FOR QUOTATION

RFQ NO. 2021-417
DATE: May 19, 2021

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

SWADT-IPIL-2021-04-273

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 June 7, 2021, 5:00 PM.

Very truly yours,


RIDWAN MAHJUDIN
ARDA

Terms and Conditions:

PURPOSE : Office supplies for SWADT Ipil

PR NUMBER: 2021-04-0495

1. Award shall be made on per : Item Basis ☒ Lot Basis
2. Quotation validity: **30 days from bid opening**
3. Delivery Period: **20 days upon receipt of PO**
4. Delivery Area: **SWADT Ipil**
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: **N/A**
9. Performance Security: **N/A**

9. 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 name)

Supplier

PHILGEPS NO.: _____

PHILGEPS EXPIRY: _____

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

For Posting

Received by: Pinoy

Date: May 11:11am

Remarks: Reporting

COMPANY NAME: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
COMPANY ADDRESS: GEN.VICENTE ALVAREZ ST. ZAMBOANGA CITY
CONTACT PERSON: JERIC N. ATIGA
CONTACT NO.: 9171035062

ANNEX A: RFQ
RFQ NO.: 2021-417
DATE: May 19,2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
12	reams		paper multicopy legal S20				
12	reams		paper multicopy short S20				
10	roll		maskin tape 2inch				
10	roll		Packaging tape 2inch				
15	set		Continuous ink				
15	btl		Continuous ink black				
8	box		Sign pen black				
12	pcs		Correction tape				
4	box		Staple wire #35				
5	pcs		Record book 500 leaves				
4	pcs		Puncher heavy duty				
12	pcs		Marker white board black,red,blue				
12	pcs		Marker permanent black bullet type				
5	pcs		Stamp pad ink violet 50ml				
5	pcs		Stamp pad				
1	pcs		Paper cutter machine				
3	unit		Ballpen black				
2	box		Long brown envelope				
2	bundle		Externalhard drive 1TB usb 3.0				
4	unit		Sign pen black				
3	box		Calculator 12 digits				
5	unit		paper clip				
5	box		Stapler standard type				

