

REQUEST FOR QUOTATION

RFQ NO. 2021-481
DATE: May 24, 2021

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

SOCPEN-2021-05-327
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,

RIDUAN P. HADJIMUDDIN
ARDA

Terms and Conditions:

- PURPOSE :** Office Supplies for SOCPEN
- PR NUMBER:** 2021-05-0605
- Award shall be made on per : Item Basis Lot Basis
 - Quotation validity: **30 days from bid opening**
 - Delivery Period: **20 days upon receipt of PO**
 - Delivery Area: **DSWD FO IX**
 - Terms of payment: **Within 60 calendar 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**
 - 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.**

[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
 Received by: *[Signature]*
 Date & Time: *5:25 PM 9/4/2021*
 Remarks:

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

ANNEX A: RFQ
 RFQ NO.: 2021-481
 DATE: May 24, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
15	Pcs		USB 64gb				
7	Pcs		Printer 3in1 with scanner legal size				
7	Btl		Universal ink 1 liter black				
7	Btl		Universal ink 1 liter yellow				
7	Btl		Universal ink 1 liter cyan				
7	Btl		Universal ink 1 liter Magenta				
20	Box		Envelope expanding kraftboard garter legal brown				
5	Ream		Special paper pale cream 100per pack				
150	Pcs		Correction tape roller type 6m				
50	Ream		Paper multicolor A4 S24				
170	Ream		Paper multicolor legal S24				
150	Pcs		Signpen black liquid gel ink 0.5mm				
150	Pcs		Signpen blue liquid gel ink 0.5mm				
200	Pcs		Ballpen black needle tip				
200	Pcs		Ballpen blue needle tip				
20	Pcs		Stamp pad felt bed 60mmx100mm				
10	Box		Staple wire standard 26/6				
5	Pcs		Calculator 12 digits				
10	Pcs		Puncher heavy duty 2 hole				
15	Roll		Tape packaging 2 inch				
30	Roll		Tape transparent 1 inch				
30	Pcs		Disinfectant spray 510g				
2	Pcs		Kyocera TK 899				
3	Pcs		HP laserjet m18fw				
25	Pcs		Storage box transparent 120L				
				288,335.00			
			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				
			Ombuds 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				



RENATO G. ROJAS
 PROCUREMENT OFFICER

CANVASSER

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER