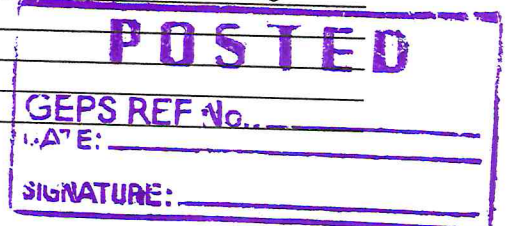


REQUEST FOR QUOTATION

RFQ NO. 2021-04-0048
DATE: JUNE 04, 2021

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

HFE-2021-05-813



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 14, 2021, 05:00 PM.

Very truly yours,


RIDUAN P. HADJIMUHAMMAD, CESO IV
ARDA

Terms and Conditions:

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

: ☐ Item Basis ☒ Lot Basis

2. Quotation validity

: 30 DAYS

3. Delivery Period

: 30 DAYS UPON RECEIPT OF NTP

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

: N/A

9. 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 and register for free.


Renato G. Foias
Regional Procurement Officer

Supplier (signature over printed name)

PHILGEPS NO.:

PHILGEPS EXPIRY:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX
General Vicente Alvarez Street, Zamboanga City
Telephone Nos. (63/62) 991-6030 / 991-6346/ 991-1001
Email: fo9@dswd.gov.ph
Website: www.fo9.dswd.gov.ph



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#DSWDMayMalasakit

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

For Posting
Pinhead

Received by: _____
Date & Time: June 4, 2021 4:12pm
Remarks: Reporting

COMPANY NAME
COMPANY ADDRESS
CONTACT PERSON
CONTACT NO.

:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY

ANNEX A: RFQ
RFQ NO.
DATE

:

2021-04-0048

ITEM NO.			QTY.	UNIT	PURCHASER'S SPECIFICATIONS		TOTAL ABC		BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
OFFICE SUPPLIES												
	1	LOT										
1	15	bottle	STAMP PAD INK, purple or violet, 50ml (min.)									
2	15	roll	ACETATE, thickness: 0.075mm min (gauge #3)									
3	6	box	CARBON FILM, PE, black, size 216mm x 330mm									
4	30	packs	CARTOLINA, assorted colors									
5	60	pod	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min									
6	60	pod	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min									
7	30	pod	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min									
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	pod	PAPER, PAD, ruled, size: 216mm x 330mm (8 2mm)									
12	50	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min									
13	100	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min									
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 min									
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 min									

COMPANY NAME
COMPANY ADDRESS
CONTACT PERSON
CONTACT NO.

:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY

ANNEX A: RFQ
RFQ NO.
DATE

:

2021-04-0048

ITEM NO.		QTY.	UNIT	PURCHASER'S SPECIFICATIONS		TOTAL ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
		1	LOT	OFFICE SUPPLIES						
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 min							
24	150	piece	DATA FILE BOX, mode of chipboard, with closed ends							
25	100	piece	DATA FOLDER, mode of chipboard, toggle lock							
26	5	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc							
27	1	boxes	ENVELOPE, mailing, 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, mode 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							

[Handwritten signature]
16/7

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY

ANNEX A: RFQ
RFQ NO. :
DATE :
2021-04-0048

ITEM NO.		QTY.	UNIT	PURCHASER'S SPECIFICATIONS		TOTAL ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
		1	LOT	OFFICE SUPPLIES						
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							
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							

Murphy 67

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY

ANNEX A: RFQ
RFQ NO. :
DATE :
2021-04-0048
JUNE 04, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS		TOTAL ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
	1	LOT	OFFICE SUPPLIES						
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						
			XXXXXX NOTHING FOLLOWS XXXXX						
			GRAND TOTAL		P245,785.51				
			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 OPERATION OF THE HOME FOR THE ELDERLY						
PR. NO.			PR-2021-04-0048						

RENATO G. FOJAS
RPROCUREMENT OFFICER

signature over printed name
(SUPPLIER'S NAME)

CANVASSER