

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ No.: 2021-05-0067

Date: May 20, 2021

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




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 (at 5:00 pm)

Very truly yours,

RIDUAN Y. HAMINUDDIN, CESO IV
ARSA 06/02/21

Term and Conditions:

PURPOSE: For the office supplies of RSCC from May to December 2021.

PR NO.: 2021-05-0074

- Award shall be made on per: Item Basis Lot Basis
- Quotation validity: 30 days
- Delivery period: within 30 days upon receipt of NTP
- Delivery area: DSWD-RSCC Logoy Diutay Talon-Talon, Zamboanga City
- Terms of payment: within 60 calendar days after delivery
- Liquidated Damages/Penalty: 1/10 of 1% of undelivered portion x number 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.


RENATO G. FOJAS
Regional Procurement Officer

(signature over printed name)
Supplier

BIDS AND AWARDS COMMITTEE	
For Posting	
Received by: <u>Fojar</u>	
Date & Time: <u>6/2/2021 10:26 am</u>	

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

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

ANNEX A: RFQ
 RFQ NO.: 2021-05-0067
 DATE: May 20, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
	1	LOT	Office supplies				
	20	pcs	Calculator, compact, 12 digits, heavy duty				
	1	box	White folder, legal size, 100's/box				
	50	pad	Note pad, stick on, 50mm x 76mm (2 1/2" x 3") min				
	100	pcs	Notebook, stenographer, spiral, 40 leaves				
	70	reams	Paper, multicolor, 80gsm, size: 210mm x 297mm				
	60	reams	Paper, multicolor, 80gsm, size: 216mm x 330mm				
	60	book	Record book, 300 pages, size: 214mm x 278mm min				
	60	book	Record book, 500 pages, size: 214mm x 278mm min				
	50	pack	Battery, dry cell, AA, 2 pcs per blister pack, heavy duty				
	50	pack	Battery, dry cell, AAA, 2 pcs per blister pack, heavy duty				
	50	bot	glue, all purpose, 240 grams				
	50	box	Staple wire, standard, (26/6)				
	30	roll	Tape, electrical, 18mmx16M min				
	50	roll	Tape, masking, width: 24mm (+1mm)				
	50	roll	Tape, masking, width: 48mm (+1mm)				
	50	roll	Tape, packaging, width: 48mm (+1mm)				
	50	roll	Tape, transparent, width: 24mm (+1mm)				
	50	roll	Tape, transparent, width: 48mm (+1mm)				
	50	bot	Hand soap, liquid, 500ml antibacterial				
	30	box	Clip, backfold, all metal, clamping: 19mm (-1mm)				
	30	box	Clip, backfold, all metal, clamping: 25mm (-1mm)				
	30	box	Clip, backfold, all metal, clamping: 32mm (-1mm)				
	30	box	Clip, backfold, all metal, clamping: 50mm (-1mm)				
	100	pcs	Correction tape, film based type, UL 6m min				
	1	box	Envelope, mailing white, 90 gsm				
	1	box	Envelope, mailing white, with window				

50	box	Paper clip, vinyl/plastic coat, length 32mm min				
50	box	Paper clip, vinyl/plastic coat, length 50mm min				
10	pcs	Stamp pad, felt, bed dimension: 60mmx100mm min				
5	bot	Stamp pad ink, purple or violet, 50ml (min.)				
20	pcs	Cutter knife, for general purpose, heavy duty				
30	pcs	Puncher, paper, heavy duty, w/ two hole guide				
30	pcs	Stapler, standard type, load cap: 200 staples min				
30	pcs	Staple remover, plier type, good quality				
2	unit	Paper shredder, cutting width: 3mm-4mm (entry level)				
100	pcs	Sign pen, black, liquid/gel ink, 0.4mm needle tip				
100	pcs	Sign pen, blue, liquid/gel ink, 0.4mm needle tip				
1	pc	Philippine National Flag, 100% polyester				
30	set	Tabblngs letters (index tab)				
50	set	Stck on colored index tab, arrow, good quality				
****	*****	*****Nothing follows*****	181,280.00			
		Business/Mayor's Permit shall be issued upon receipt of Purchase Order				

PURPOSE: For the office supplies of RSCC from May to December 2021.
PR NO.: RSCC 2021-05-0074

IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) with in five (5) days from the date of receipt. Failure to sign the original P.O. means that the bidder is not interested and will be a ground to suspension or blacklisting in DSWD's future biddings.


RENATO G. FOJAS
Procurement Officer 

Canvasser

(Signature over printed name)
Supplier