DSWD
Department of Social Welfare and Development
FIELD OFFICE IX

REQUEST FOR QUOTATION

RFQ NO. 2021-434
DATE: 3-Jun-2021

SLP-2021-03-185

POSTED
GEPS REF NO.:
DATE:
SIGNATURE:

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

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 @ 5:00PM

Very truly yours,

RIDUAN P. HALAMUDDIN, CESO IV
ARDA

Terms and Conditions:

PURPOSE **(RE-CANVASS) OFFICE SUPPLIES FOR THE USE OF SLP ZAMBOANGA /ISABELA CLUSTER (1st and 2nd QUARTER)**

PR NUMBER : **2021-01-0074**

1. Award shall be made on per : __ Item Basis __ Lot Basis
2. Quotation validity : 30 Calendar days from bid opening
3. Delivery Period : 15 days upon receipt. Of NTP
4. Delivery Area : ZAMBOANGA CITY
5. Terms of payment : With in 60 working 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. Fojas 6/3/21
Regional Procurement Officer

(signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

For posting
6/7/21

COMPANY NAME : **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**
COMPANY ADRESS : **GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY**
CONTACT PERSON : **DENNIS DC. CATIS**
CONTACT NO. : **`09566878989**

ANNEX A: RFQ
RFQ NO. : 2021-434
DATE :06-03-2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
			UNIVERSAL INK (BLACK)	54,000.00			
			UNIVERSAL INK (CYAN)				
			UNIVERSAL INK (MAGENTA)				
			UNIVERSAL INK (YELLOW)				
			HP INK TANK 310 CARTRIDGE				
			BOND PAPER (LONG SUB-20)				
			BOND PAPER (A-4 SUB-20)				
			EXPANDED ENVELOPE (LONG YELLOW)				
			EXPANDED FOLDER (LONG YELLOW)				
			CALCULATOR, COMPACT, ELECTRONIC, 12 digits cap				
			PAPER FASTENER				
			CORRECTION TAPE				
			STICKY NOTES				
			SIGN PEN (BLACK)				
			STAINLESS SCISSOR (BIG)				
			STAPLER HEAVY DUTY (BIG)				
			PANCIL (MONGOL)				
			STAMP PAD				
			SLIP, BACKFOLD 50mm, 12s/box				
			HIGHLIGHTER PEN				
			GLUE, ALL PURPOSE, GROSS WEIGHT: 200grams. Min.				
			ALCOHOL 70% 500ml				
			TAPE, TRANSPARENT, WIDTH 24mm (1")				
			TAPE, TRANSPARENT, (2")				
			PACKING TAPE 2"				
			RECORD BOOK, 300 pages size: 214mm X 278mm min.				

			STORAGE BOX				
			SUBBER STAMP (CERTIFIED TRU COPY)				
			PANCIL SHARPENER				
			XXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXX				
			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 : **(RE-CANVASS)OFFICE SUPPLIES FOR THE USE OF SLP ZAMBOANGA CITY/ISABELA CLUSTER (1st and 2nd quarter)**

PR. NO. **2021-01-0074**

RENATO G. FOJAS
RPROCUREMENT OFFICER

DENNIS DC. CATIS
CANVASSER

SIGNATURE OVER PRINTED NAME
SUPPLIER