

**REQUEST FOR QUOTATION**

RFQ NO. 2021-07-668  
DATE: JULY 9, 2021

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

*ACCTG-2021-07-429*  
**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, *July 19, 2021*

Very truly yours,

*[Signature]*  
**RIDUAN P. RAJIMUDDIN**  
Assistant Regional Director for Administration

**Terms and Conditions:**

- PURPOSE** : **For the use 2nd sem office supplies for Accounting staff**  
**PR NUMBER** : **2021-07-789**  
1. Award shall be made on per : ( ) Item Basis (  ) Lot Basis  
2. Quotation validity : **30 CALENDAR DAYS FROM BID OPENING**  
3. Delivery Period : **30 DAYS UPON RECEIPT OF APPROVED NTP.**  
4. Delivery Area : **AT DSWD FIELD OFFICE IX ACCOUNTING AREA**  
5. Terms of payment : **WITH IN 60 WORKING DAYS**  
6. Liquidated Damages/Penalty : **1/10 OF 1% OF UNDELIVERED PORTION X No. OF DAYS DELAYED.**  
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](http://www.philgeps.gov.ph) and register for free.

*[Signature]*  
**Renato C. Fojas**  
Regional Procurement Officer

(Signature over printed name)  
Supplier

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 / 991-8346/ 991-1001  
Email: fo9@dswd.gov.ph  
Website: www.fo9.dswd.gov.ph



#DSWDMayMalasakit

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

Received by: *P For Posting*  
*[Signature]*

Date & Time: *7/13/2021 1:32pm*

Remarks: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	60	bols	ALCOHOL pump Isopropyl 70% dis Infection antiseptic @ 100ml				
2	30	pcs	HIGHLIGHTER assorted colors				
3	30	packs	Sticky notes pads 76mm				
4	15	pcs	SCISSORS multipurpose double blade 8" stainless steel				
6	90	bxs	Protective surgical face mask disposable				
7	70	rolls	Tissue bathroom 2 ply				
8	30	ream	Paper bond A4 S-20				
9	30	ream	Record book @ 50pgs/ size: 214mm X 278mm				
10	5	rolls	Twine rolls vege 1 ply blue or black				
11	2	bxs	Ballpoint pen black 1.6mm				
12	2	bxs	Ballpoint pen blue 1.6mm				
13	1	bxs	Ballpoint pen violet 1.6mm				
14	1	bx	Ballpoint pen 1.6mm				
15	1	bx	Ballpoint pen green 1.6mm				
16	15	pcs	Stapler standard type with remover heavy duty load cap:200staples/min.				
17	10	bxs	Carbon paper non smudge carbon popl long				
18	70	rolls	Tape transparent width 1"				
19	30	rolls	Packing tape 2"				
20	5	bxs	Rubber bond big				
21	5	bxs	Binder clip 1"				
22	200	pcs	Correction tape film base type 6mm				
23	30	pcs	Marker permanent bullet type black				
24	30	pcs	Marker permanent bullet type blue				
25	30	bxs	Paper clip vinyl plastic coated 68mm				
26	5	pcs	Puncher two holes heavy duty				
27	6	pcs	Calculator desktop 16 digits				
28	50	pcs	Sign pen black gel ink .5mm				
29	50	pcs	Sign pen blue gel ink .5mm				
30	150	bxs	Storage high quality 14.3 liter w/ cover & roller transparent				
31	25	sets	Ink for Epson 65 ml ( magenta,cyan,yellow, black )				
32	2	pcs	Computer keyboard				
33	10	pcs	UPS 650VA				
34	2	pcs	Computer mouse usb type				
35			xx				
36			For 2nd sem office supplies for Accounting staff				
37							
			<b>Note:</b>				
			Business/Mayor's Permit shall be issued upon receipt of Purchase Order				
			Income / Business Tax Returns 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.				
			For 2nd sem office supplies for Accounting staff				

UNIFORM : For 2nd sem office supplies for Accounting staff  
R. NO. : 2021-07-789

REMIATO G. FOLIAS  
PROCUREMENT OFFICER  
JANE GONZALES  
CANNASSER/POO

(Signature)

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER