

REQUEST FOR QUOTATION

RFQ NO.
DATE:

2021-08-0923
Aug.17,2021

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,

Very truly yours,

August 23, 2021 @ 5:00pm

RIDUAN P. ALIMUDDIN
Assistant Regional Director for Administration

Terms and Conditions:

- PURPOSE** : **Daily office supplies for Cash unit**
PR NUMBER : **2021-08-0923**
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 CASH unit 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 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 and register for free.


Renato G. Rojas
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

For Posting

Received by: Process Office

Date & Time: 8/18/2021 8:42am

Remarks: _____

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

COMPANY NAME
COMPANY ADDRESS
CONTACT PERSON
CONTACT NO.

ANNEX A:
RFQ NO. : 2021-08-0923
DATE : 2021-08-17

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
				72,220.00			
1	36	bols.	STAMP PAD INK purple or violet @ 50 ml				
2	20	pads	NOTE pad stick on 50mm X 76mm (2 X 3)				
3	20	pads	NOTE pad stick on 50mm X 76mm (3 X 3)				
4	10	reams	Paper Bond S-20 Legal				
5	5	packs	Battery dry cell AA 2 pcs/blister pack				
6	5	packs	Battery dry cell AAA 2 pcs/blister pack				
7	5	rolls	Tape masking 24 mm width				
8	5	rolls	Tape masking 48 mm width				
9	5	rolls	Tape packaging 48 width				
10	5	rolls	Tape transparent 24 width				
11	5	rolls	Tape transparent 48 width				
12	15	pcs	Ruler plastic 450mm width 38mm (18")				
13	10	pcs	Flash drive 16 GB capacity				
14	15	pcs	Flash drive 64 GB capacity				
15	2	unit	Mouse USB type				
16	2	units	keyboard USB type				
17	50	pcs	Correction tape film bse type 6M				
18	2	bxs	Envelop docs. legal size documents				
19	2	bxs	Envelop mailing white 70gsm				
20	2	bxs	Expanded folder legal size pink by 50's				
21	7	bxs	Paper clip plastic coated 50mm				
22	1	bx.	Rubber band 70mm min lay flat #18				
23	10	pcs	Stamp pad felt bed dimension 60mm X 100mm				

