

#93 Gal.

**REQUEST FOR QUOTATION**

RFQ NO. 2021-07-0087  
DATE: 10/11/21

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

HFE-2021-08-509

**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 August 23, 2021, 05:00 PM.

Very truly yours,

RIDUAN P. YAO, RUDDIN GESO IV

ARDA

Terms and Conditions:

**PURPOSE** : FOR THE HFE OPERATION.

**PR NUMBER** : PR-2021-07-0087

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](http://www.philgeps.gov.ph) and register for free.

Renato G. Fojas

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 / 991-8346/ 991-1001  
Email: fo9@dswd.gov.ph  
Website: [www.fo9.dswd.gov.ph](http://www.fo9.dswd.gov.ph)



DSWD REGION IX



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Philippine Government  
DSWD REGION IX

#DSWDMayMalasakit

Department of Social Welfare and Development FO-IX BIDS AND AWARDS COMMITTEE	For Posting	
	Received by:	<u>Pengun Ocho</u>
	Date:	<u>8/16/2021</u>
	Time:	<u>1:02pm</u>

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
CONTACT PERSON :  
CONTACT NO. :

ANNEX A: RFQ  
RFQ NO. : 2021-07-0087  
DATE : 08-11-21

ITEM NO.		QTY.	UNIT	PURCHASER'S SPECIFICATIONS		TOTAL ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
	1		LOT	OFFICE SUPPLIES						
1	10	dz.	WATER CELLOPHANE (Assorted Colors)							
2	5	boxes	EXPANDED FOLDER, Green Legal Size 100's							
3	5	boxes	EXPANDED FOLDER Orange Legal Size 100's							
4	5	boxes	EXPANDED FOLDER, Pink Legal Size 100's							
5	8	boxes	EXPANDED FOLDER, white Legal Size 100's							
6	5	boxes	EXPANDED FOLDER,blue Legal Size 100's							
7	5	boxes	EXPANDED FOLDER, yellow Legal Size 100's							
8	30	boxes	BALL PEN 0.5mm BLACK 12S							
9	20	pcs.	STORAGE BOX, Clear 120 L							
10	100	bot.	TONER: BROTHER DCP-1710W BLACK							
11	20	bot.	TONER: BROTHER DCP-1710W YELLOW							
12	20	bot.	TONER: BROTHER DCP-1710W CYAN							
13	20	bot.	TONER: BROTHER DCP-1710W MAGENTA							
14	200	boxes	PUSH PIN, HAMMER HEAD, 100S/BOX(PUSH PIN, HAMMER HEAD, 100S/BOX)							
15	10	unit	CORK BOARD 36 &quot;X 72 &quot;							
16	10	packs	Special Paper Long 10's							
17	10	packs	Special Paper Short 10's							
18	8	units	Wooden storage Cabinet							
19	5	rolls	LAMINATING FILM; GLOSSY TYPE; 50M/ROLL; 12 INCHES							
20	50	pcs.	Lever Arch File; Horizontal; legal size; asst. color;two-hole ring							
21	20	pcs.	Lever Arch File; Vertical; A4 size; asst. color;two-hole ring							

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
CONTACT PERSON :  
CONTACT NO. :

ANNEX A: RFQ  
RFQ NO. :  
DATE : 2021-07-0087

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
	1	LOT	OFFICE SUPPLIES				
22	30	pcs.	Office File Holder Organizer/Rack; Dimensions, Vertical x Horizontal x Depth (mm) 309x265x102; Legal Vertical; asst. color				
23	30	PCS.	Document Paper Tray; 4-layers; LEGAL SIZE				
24	30	pcs.	Double Sided Tape 11mm				
			xxxxx nothing follows xxxxx	P 332,600.00			
			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 HFE OPERATION.							
PR. NO. PR-2021-07-0087							

RENATO G. FOJAS  
RPROCUREMENT OFFICER



CANVASSER

(Signature over printed Name)  
SUPPLIER