

**REQUEST FOR QUOTATION**

RFQ NO. 2021-841  
DATE: 2-Sep-2021

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

4PS-2021-09-578  
**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 September 13, 05:00 PM.

Very truly yours,

*[Signature]*  
**RIDUAN P. HAJIMUDDIN, CESO IV**  
ARDA

Terms and Conditions:

- PURPOSE** : PROCUREMENT OF OTHER RELATED TRAINING SUPPLIES, MATERIALS & EQUIPMENTS
- PR NUMBER** : 2021-07-0854
1. Award shall be made on per :  Item Basis  Lot Basis
2. Quotation validity : 30 CALENDAR DAYS FROM BID OPENING
3. Goods shall be delivered on : 10 WORKING DAYS UPON RECEIPT OF NTP
4. Delivery Area : DSWD FO IX
5. Terms of payment : W/ IN 60 CALENDAR DAYS AFTER DELIVERY
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.

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

(signature over printed name)

Supplier

PHILGEPS NO.: \_\_\_\_\_  
PHILGEPS EXPIRY: \_\_\_\_\_

Department of Social Welfare and Development FO IX  
BIDS AND AWARDS COMMITTEE  
For Posting  
Received by: *[Signature]*  
Date & Time: 9/13/21 10:00 AM  
Remarks: \_\_\_\_\_

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
 CONTACT PERSON : CALVIN MONDICK R. RAVAL  
 CONTACT NO. : 9171097043

ANNEX A: RFQ  
 RFQ NO. : 2021-841  
 DATE : 2021-09-02

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	40	Roll	Double sided Tape				
2	10	Pcs	Epson Ink 003 (Black)				
3	10	Pcs	Epson Ink 003 (Magenta)				
4	10	Pcs	Epson Ink 003 (Cyan)				
5	10	Pcs	Epson Ink 003 (Yellow)				
6	60	Packs	Photo Paper (Long)				
7	50	bottle	Alcohol Ethyl 70% @ 500ml				
8	10	boxes	Sign pen 0.5 Gel Type (black)				
9	10	boxes	Sign pen 0.5 Gel Type (blue)				
10	30	Pad	Sticky Note( size: Good Quality, Multi color)				
11	30	Pad	Sticky Note( size: Good Quality, Multi color)				
12	5	boxes	Specially Laid Paper long (White)				
13	10	Packs	PVC Binding Cover (long)				
14	10	Box	Carbon Papers (Black)				
15	10	Box	Paper Clamp (big)				
16	40	Pcs	Highlighter (Assorted Color)				
17	1	roll	Laminator Film	132,700.00			
18	40	Pcs	Certificate Holder (A4)				
19	20	Packs	Special paper for Certificate (A4)				
20	2	Pcs	Speaker (portable, wireless,bluetooth)				
21	1	Piece	Electric Fan (stand type, plastic blade)				
22	2	Unit	automatic touchless alcohol dispenser (stand alone)				
23	5	Pcs	Individual Air purifier, humidifier and diffuser (atleast 300ml)				
24	2	Unit	Trash can with foot press				
25	30	Pcs	Insecticide, aerosol type, net content: 600ml min				
26	30		Air Freshener, aerosol, 280ml/150g min				
27	100	Roll	Toilet tissue paper, 2-ply, 100% recycled				
28	30	boxes	Surgical Mask, 3-ply				
29	50	Unit	Wetwipes 100 sheets				
30	10	pcs	Alcohol spray bottle (strong adjustable handle)				
31	2	packs	First aid kit (digital BP apparatus, thermal scanner, Betadine etc.)				
32	20	boxes	Vitamins- 30s/ box/ 500 mg (vit c , sodium ascorbate, Ibuprofen, Paracetamol, Mefenamic acid)				
XXXXX NOTHING FOLLOWS XXXXX							
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 : PROCUREMENT OF OTHER RELATED TRAINING SUPPLIES, MATERIALS & EQUIPMENTS

PR. NO. 2021-07-0854  
 RENATO G. HOJAS  
 RPROCUREMENT OFFICER

CALVIN MONDICK R. RAVAL  
 CANVASSER

(SIGNATURE OVER PRINTED NAME)  
 SUPPLIER