

REQUEST FOR QUOTATION

RFQ NO. 2021-08-823
DATE: Aug.31,2021

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 September 13, 2021 @ 5:00 pm

Very truly yours,

RIDUAN P. RAJIMUDDIN

Assistant Regional Director for Administration

Terms and Conditions:

- PURPOSE** : **IND SEM ACCOUNTING OFFICE SUPPLIES**
PR NUMBER : **2021-7-789**
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 unit**
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. 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

For Posting

Received by: [Signature]

Date & Time: 9/2/2021 @ 1:58 pm

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. : 2021-07-668
DATE : 2021-07-26

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
				281,572.00			
1	60	bottls	Alcohol pump Isopropyl 70% antiseptic @ 100ml				
2	30	pcs	Highlighter assorted colors				
3	30	pads	Sticky notes pad 76mm				
4	15	pcs	Scissors multipurpose double blade 8"				
5	90	bxs	Protective surgical facemask disposable				
6	70	rolls	Tissue bathroom 2 ply				
7	30	ream	Paper bond A4 S-20				
8	30	reams	Paper bond legal S-20				
9	30	pcs	Record book @ 500pcs/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	bx.	Ballpoint pen violet 1.6mm				
14	1	bx.	Ballpoint pen pink 1.6mm				
15	1	bx.	Ballpoint pen green 1.6mm				
16	15	pcs	Stapler standards type with remover heavy duty load cap.200s staples				
17	10	bxs	Carbon paper non smudge paper long				
18	70	rolls	Tape transparent 1"				
19	30	rolls	Packing tape 2"				
20	5	bxs	Rubber bond blg				
21	5	bxs	Blinder clip 1"				

