

REQUEST FOR QUOTATION

RFQ NO. 2021-786
DATE: SEPTEMBER 13, 2021

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

BDSK-2021-08-553
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 Sept. 27, 2021 5:00 PM.

Very truly yours,
[Signature]
RIDUAN P. HADHMUDDIN
ARDA

Terms and Conditions:

PURPOSE : office supplies for bdsk use

PR NUMBER: 2021-24-0945

1. Award shall be made on per : Item Basis Lot Basis
2. Quotation validity: **30 CALENDAR DAY**
3. Delivery Period: **Within 15 days upon receipt of approved NTP**
4. Delivery Area: **BDSK POLANCO**
5. Terms of payment: **W/IN 60 WORKING 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**

9. 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.

[Signature]
Renato G. Fojas
Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO.: _____

PHILGEPS EXPIRY: _____

By: _____	Received by: <i>[Signature]</i>
Date: _____	Date & Time: <i>9/15/21</i>
Remarks:	

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

ANNEX A: RFO
 RFO NO.: 2021-786
 DATE: september 13, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
3	boxes	boxes	mailing envelope long				
10	boxes	boxes	push pins 100 pcs				
150	pcs	pcs	expanded folder long				
10	boxes	boxes	signpen 0.3 mm black color	51,460.26			
100	pcs	pcs	puncher double hole high quality				
100	pcs	pcs	folder, long thick				
50	pcs	pcs	folder, short thick				
2	dozens	dozens	sign pen 0.5mm black				
100	pcs	pcs	sign pen 0.5mm refill black				
20	pcs	pcs	stapler heavy duty standard				
3	dozens	dozens	brown envelope long				
150	pcs	pcs	correction tape 360 meter				
25	pcs	pcs	scotch tape #1 transparent				
25	pcs	pcs	scotch tape #2 transparent				
25	pcs	pcs	scotch tape #3 transparent				
22	pcs	pcs	record book 300 leaves				
6	pcs	pcs	columnar book 6 columns				
24	pcs	pcs	meter stick plastic				
50	pcs	pcs	expanded envelope long,yellow				
100	pcs	pcs	expanded folder long yellow				
20	boxes	boxes	pencil monggol 2				
30	pad	pad	yellow pad				
30	pcs	pcs	ink pad felt pad 600mmx100mm				
30	pcs	pcs	ink for stamping pad purple				
30	pcs	pcs	pencil sharpener manual single				
			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 P500,000.00 after receipt of approved contract and/or during delivery/activity before payment				
			Business/Mayors permit shall be submitted upon receipt of Purchase Order				


 REMATO M. MAYORS
 REPROCUREMENT OFFICER


 CANVASSER

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER