

For Posting



### REQUEST FOR QUOTATION

RFQ NO. 2021-837  
DATE: 9/2/2021

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

KC KKB-2021-09-591  
**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 INFORMATION** 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 D. SISON  
ARDA

**Terms and Conditions:**

**PURPOSE : KC KKB 3RD QUARTER COMMON SUPPLIES 2021**  
**PR Number : 2021-09-0971**

- Award shall be made on per:  Item Basis  Lot Basis
- Quotation Validity: **20 Calendar days from bid opening**
- Delivery Period : **20 DAYS AFTER RECEIVED OF THE NTP**
- Delivery Area : **DSWD FO IX, ZC**
- Terms of payment: **Within 60 Working Days**
- Liquidated Damages/Penalty : **1/10 of 1% of undelivered portion x no. of days delayed**
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty : **1% Retention for every payments**
- Performance Security : **N/A**
- 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

(signature over printed  
Supplier

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

Department of Social Welfare and Development FO-IX  
**BIDS AND AWARDS COMMITTEE**  
For Posting  
Received by:   
Date & Time: 9/3/2021 @ 10:39 am  
Remarks: \_\_\_\_\_

**COMPANY NAME** Department of Social Welfare Development  
**COMPANY ADRE** General Vicente Alvarez Street., Zamboanga City  
**CONTACT PERSON** Edwin O. Hibionada  
**CONTACT NO.:** 9554472971

**ANNEX A: RFQ**  
**RFQ NO.:** 2021- 837  
**DATE:** 2-Sept-21

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	28	boxes	permanent marker, refill ink (black)				
2	200	pcs	ballpen, black, fine point, good quality				
3	300	pcs	ballpen, blue, fine point, good quality				
4	50	boxes	paper fastener (plastic coated)				
5	7	pcs	rubber stamp PAID				
6	7	pcs	rubber stamp RECEIVED				
7	7	pcs	rubber stamp CERTIFIED TRUE COPY				
8	7	boxes	folder, expanded, 100pcs/box, long, yellow				
9	100	pcs	folder, white, long				
10	100	pcs	folder, white, short				
11	14	pcs	go/box/filing box (storage)				
12	350	pcs	government folder				
13	7	pcs	self, inking, stamp, RECEIVED w/ auto dater				
14	2	pcs	ink jet cartridge, HP part no. L511A (98-tricolor)				
15	2	pcs	ink jet cartridge, HP part no. L511A (98-black)				
16	7	liter	universal ink (cyan)				
17	14	liter	universal ink (black)				
18	7	liter	universal ink (yellow)				
19	7	liter	universal ink (magenta)				
20	490	pcs	manila paper				
21	14	boxes	metacards(multi-colored, precut 1/2)				
22	70	roll	tape, double sided 1" good quality				
23	140	pcs	brown long, envelope				
24	14	packs	photo paper (10pcs/pack)				
25	35	packs	sticky notes/notepads, multi-colored				
26	14	packs	sticky paper, neon colored-10 pcs/pack				
27	5	pcs	heavy duty extension wire (4 gain) #12 wire-10 meters				
28	7	boxes	parchment paper, 210 X 297mm, multi-purpose				
29	14	pcs	plastic storage box, 100 liter cap.				
30	10	bundle	ring binder, plastic, 32mm, 84 rings				
***** nothing follows *****							
total				111,174.00			
Business/Mayor's permit shall be issued upon receipt of Purchase Order.							
If total amount is above fifty thousand (50,000.00) Omnibus Sworn Statement is required.							

PURPOSE: KC KKB 3rd QUARTER COMMON SUPPLIES 2021.  
 PR. NO. #021-09/0971

IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) with in three (3) days from the date of receipt. Failure to sign the original P.O means that the bidder is not interested and will be a ground to suspension or blacklisting in DSWD's future biddings.

RENATO G. FOLIAS  
 PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)  
 SUPPLIER

CANVASSE  
 Edwin O. Hibionada  
 9/2/2021