

REQUEST FOR QUOTATION

RFQ NO. 2021-899

DATE: SEPTEMBER 14, 2021

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

RRCY-2021-09-618
POSTED
GEPS REF No. _____

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. HADJIMUDDIN
ARDA

Terms and Conditions:

- PURPOSE :** OFFICE SUPPLIES
- PR NUMBER:** 2021-09-1030
- Award shall be made on per : Item Basis Lot Basis
 - Quotation validity: **30 CALENDAR DAY**
 - Delivery Period: **Within 15 days upon receipt of approved NTP**
 - Delivery Area: **RRCY POLANCO**
 - Terms of payment: **WIN 60 WORKING CALENDAR DAYS**
 - Liquidated Damages/Penalty : 1/10 of 1% of undelivered portion x No. of days of delay
 - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
 - Warranty: **N/A**
 - 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 and register for free.**

Department of Social Welfare and Development
BIDS AND AWARDS COMMITTEE
For Posting
by: _____
Time: _____
Date: _____

[Signature]
Renato G. Fojas
Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

COMPANY NAME: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 COMPANY ADDRESS: GERVICENTE ALVAREZ ST. ZAMBOANGA CITY
 CONTACT PERSON:

ANNEX A: RFQ
 RFQ NO.: 2021-899
 DATE: September 14, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
20	DOZ	DOZ	BALPEN ASSORTED COLOR				
10	DOZ	DOZ	PENCIL MONOGOL #2				
120	REAMS	REAMS	BOND PAPER LONG 5-20				
60	REAMS	REAMS	BOND PAPER SHORT 5-20				
10	PCS	PCS	PACKING TAPE #2 BIG				
20	PCS	PCS	GLUE 130ML	134,421.00			
40	PCS	PCS	ENVELOP LONG BROWN				
30	PCS	PCS	ENVELOP SHORT BROWN				
4	UNIT	UNIT	CHRISTMAS TREE 5FT				
1	DOZ	DOZ	BATTERY AA SIZE				
28	PCS	PCS	FOLDER SHORT WHITE				
200	PCS	PCS	FOLDER LONG WHITE				
40	PCS	PCS	CORRECTION TAPE BIG				
40	PCS	PCS	LOGHOOK 500 LEAVES				
7	PCS	PCS	PAPER FASTENER				
5	box	box	REN FORM				
40	BOX	BOX	SIGN PEN 0.5				
5	PCS	PCS	STAPLER REGULAR SIZE GOOD QUALITY				
16	PCS	PCS	STAPLER WIRE #35				
12	PCS	PCS	SCOTCH TAPE BIG				
20	PCS	PCS	WHITEBOARD MARKER BLACK				
30	PCS	PCS	PENTELPEN BLACK				
10	ROLLS	ROLLS	MASKING TAPE #2				
10	PCS	PCS	CORK BOARD 12X24				
10	BOX	BOX	PUSH PINS 100PCS				
6	BOX	BOX	PAPER CLIP JUMBO				
150	PACKS	PACKS	CHRISTMAS LIGHTS				
100	PCS	PCS	PADLOCK GOOD QUALITY BIG				
			<i>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</i>				
			<i>Ombuds 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</i>				
			<i>Business/Mayors permit shall be submitted upon receipt of Purchase Order</i>				


 RENATO G. POMAS
 PROCUREMENT OFFICER


 CANVASSER

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER