

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office IX, Zamboanga City

REQUEST FOR QUOTATION

RFQ No.: 2021-09-01M

Date: September 13, 2021

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

RSCC-2021-09-640

**POSTED**

GEPS REF No: 8014957

DATE: 9/21/2021

SIGNATURE: [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. HADJIMUDDIN, CESO IV  
ARDA

**Term and Conditions:**

**PURPOSE:** For the common office supplies of RSCC.

**PR NO.:** 2021-08-133

1. Award shall be made on per:    Item Basis    Lot Basis
2. Quotation validity: 30 days
3. Delivery period: within 30 days upon receipt of NTP
4. Delivery area: DSWD-RSCC Logoy Diutay Talon-Talon, Zamboanga City
5. Terms of payment: within 60 calendar days after delivery
6. Liquidated Damages/Penalty: 1/10 of 1% of undelivered portion x number 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: 9/20/2021 11:27pm

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

ANNEX A: RFQ  
 RFQ NO.: 2021-09-01 II  
 DATE: September 13, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
			<b>Common Office Supplies</b>				
1	10	box	Push pin, hammer head, 100's/box				
	10	box	Ballpen 0.5mm blue, 12's/ box (good quality), gel ink				
	10	box	Ballpen 0.5mm black, 12's/ box (good quality) gel ink				
	30	pcs	Double sided tape 1inchx10m				
	1	box	Expanded Folder, green, legal size, 100's/box				
	1	box	White Folder, legal size, 100's/box				
	50	pack	Sticker paper, A4 size, 10's/pack, good quality (white color)				
	50	pack	Photo paper, A4 size, 10's/pack, good quality				
	10	box	Fastener, plastic 50sets/box				
	20	ream	Short bond paper, good quality (thick,white)				
	20	pcs	Mini record book, 200-300 pages				
	30	bot	Epson ink black, 70ml, T664				
	10	bot	Epson ink cyan, 70ml, T6642				
	10	bot	Epson ink magenta, 70ml, T6643				
	10	bot	Epson ink yellow, 70ml, T6644				
	***	***	*****Nothing follows*****	59,800.00			
			<b>Business/Mayor's Permit shall be issued upon receipt of Purchase Order</b>				

PURPOSE: For the common office supplies of RSCC.

PR NO.: RSCC-2021-08-133

IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) with in five (5) 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. HOYAS**  
 Procurement Officer



**KRISTELL CLAIRE TAN-ARANETA**  
 Canvasser

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier