

REQUEST FOR QUOTATION

RFQ NO. 2021-417
DATE: September 15, 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 27 2021, 5:00 PM.

Very truly yours,


RIDUAN P. HADJIMUDDIN
ARDA

Terms and Conditions:

PURPOSE : office supplies for swadt ipil

PR NUMBER: 2021-04-0495

- Award shall be made on per : ☐ Item Basis ☒ Lot Basis
- Quotation validity: 30 days from bid opening
- Delivery Period: Within 15 days upon receipt of approved NTP
- Delivery Area: swadt ipil
- Terms of payment: within 60 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

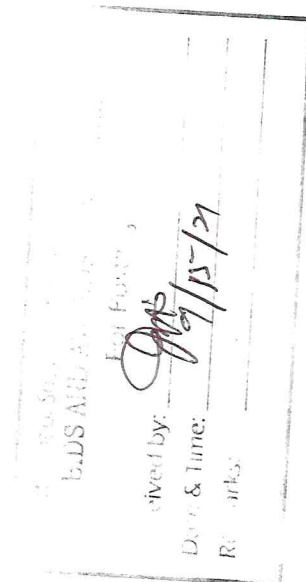
9. Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit Philgeps website at www.philgeps.gov.ph and register for free.


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: GEN.VICENTE ALVAREZ ST. ZAMBOANGA CITY
CONTACT PERSON:
CONTACT NO.:

ANNEX A: RFQ
RFQ NO.: 2021-417
DATE: september 15, 2021


ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
12	reams		bondpaper sub 20 long				
12	reams		bond paper sub 20 short				
10	roll		masking tape 2"				
10	roll		packing tape 2"				
15	set		continous printer ink				
15	bottle		printer ink epson l3110(cartridge #003 black)				
8	box		sign pen				
12	pcs		correction tape				
4	boxes		staple wire # 35				
5	pcs		record book (500 leaves big)				
4	pcs		puncher heavy duty big				
12	pcs		marking white board (black,blue,red)				
12	pcs		marker permanent, bullet typ, black				
5	pcs		stamp pad ink (purple/violet) 50 ml				
5	pcs		stamp pad				
1	unit		paper cutter machine				
3	boxes		ballpen \\\(good quality)\\				
2	bundle		folder long brown envelope long				
2	unit		external hard drive 1tb, usb 3.0				
4	boxes		sign pen				
3	pcs		calculator 12 digits				
5	pcs		paper clip				

5	pcs	stapler standard type					
5	pcs	folder filer/stand long					
5	pcs	glue					
2	pcs	table name plate					
3	pcs	white board wall mount 3x6					
5	pcs	scissors					
3	pcs	cork board wall mount 3x5 ft					
15	pad	notepad stick on 2x3 100 sheets per pad					
15	pad	notepad stick on 3x3 100 sheets per pad					
15	pad	notepad stick on 3x4 100 sheets per pad					
			68,379.00				
		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					



RENATO G. FOJAS

RPROCUREMENT OFFICER



CANVASSER

(SIGNATURE OVER PRINTED NAME)

SUPPLIER