

REQUEST FOR QUOTATION

RFQ NO. 2021-961
DATE: October 19, 2021

COMPANY NAME
COMPANY ADDRESS
CONTACT PERSON
CONTACT NO.
COMPANY TIN

BANGUN-2021-10-665
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 October 25, 2021 @ 5:00 PM.

Very truly yours,
[Signature]
RIDUAN F. HADJIMUDDIN
ARDA

Terms and Conditions:

PURPOSE : Office supplies for BANGUN

PR NUMBER: 2021-09-1088

1. Award shall be made on per _____ : Item Basis Lot Basis
2. Quotation validity: 30 days from bid opening
3. Delivery Period: 20 days upon received approved NTP
4. Delivery Area: DSWD FO IX
5. Terms of payment: Within 60 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 E. Fojas
Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

Department of Social Welfare and Development FO-IX
BAC COMMITTEE
Date: 10/21/21 8:30am
[Signature]

COMPANY NAME: DEPARTMENT OF SOCIAL WELFARE DEVELOPMENT
 COMPANY ADDRESS: GEN. VICENTE ALVAREZ ST., ZAMBAC CITY
 CONTACT PERSON: JERIC N. ATIGA
 CONTACT NO.: 9171035062

ANNEX A: RFQ
 RFQ NO.: 2021-961
 DATE: October 19, 2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
10		BTLS.	STAMP PAD 19K, PURPLE OR VIOLET (50ML)MIN				
10		BOX	CARBON FILM PE, BLK. SIZE 216 X 330MM				
20		pad	note pad stick on 50mm x 76mm (2" x 3) min.				
20		pad	note pad stick on 76mm x 100mm (3" x 4) min.				
20		pad	note pad stick on 76mm x 76mm (3" x 3") min.				
200		reams	paper multi-purpose (copy) A4 70gsm.				
200		reams	paper multi-purpose copy legal 70gsm.				
100		books	record book 300 pages size 214mm x 278mm min				
50		books	record book 500 pages size 214mm x 278mm min				
10		packs	toilet tissue paper, 2 ply, 100% recycled				
20		packs	tissue, interfolded paper towel				
20		packs	battery dry cell AA 2 pcs. Per blister pack				
20		packs	battery dry cell AAA 2 pcs. Per blister pack				
20		Jar	Glue all purpose, gross weight: 200 grams min				
100		box	staple wire for heavy duty staplers (23/13)				
30		roll	tape masking width 24mm (#1mm)				
30		roll	tape masking width 48mm (#1mm)				
30		roll	tape transparent width 48mm (#1mm)				
20		roll	Twine plastic, one (1) kilo per roll				
10		pcs	Ruler, plastic 450mm (18") width : 38mm min				

30	pcs.	Flash Drive 16 GB ca						
10	unit	Mouse,Optical USB connection type 1 unit in ind.						
10	unit	Mouse,Wireless USB						
100	pcs.	correction tape film base type UL 6mm min.						
15	pcs.	DATA File box made of chipboard with closed ends.						
5	box	Envelope documentary for legal size document						
5	box	envelope expanding kraftboard legal size doc.						
5	pcs.	envelope ,expanding plastic 0.50mm thickness min.						
10	box	Folder Pressboard size: 240mm x 370mm (# 5mm)						
30	set	Marker Fluorescent,3 assorted colors per set						
100	pcs.	Marker permanent bullet type black						
100	pcs.	Marker permanent bullet type blue						
50	pcs.	Marker permanent bullet type red						
20	box	paper clip vinyl/plastic coat length 50mm min						
50	box	pencil lead w/ eraser wood cased hardness HB						
2	bundle	Ring Binder plastic 32mm,84 ring						
5	box	Rubber band 70mm min lay flat length (#18)						
10	pcs.	Stamp pad felt bed dimension 60mm x 100mm min.						
5	pcs.	Cutter blade for heavy duty cutter						
10	pcs.	Cutter Knife for general purpose.						
5	pcs.	Pencil Sharpener manual single cutter guide						
3	pcs.	Puncher paper heavy duty with two hole guide						
30	pair	Scissors symmetrical blad. Length: 65mm min						

10	pcs	Stapler standards ty cap. 200 staplers min					
1	unit	stapler binder type heavy duty					
4	pcs	Tape Dispenser table top for 24mm width tape					
1	unit	Binding and punching machine binding cap. 50mm					
10	unit	calculator compact 12 digits					
20	pcs	Clearbook 20 transparent pockets for A4 size					
30	pcs	Clearbook 20 transparent pocket for Legal size					
20	pcs	eraser plastic/Rubber for pencil drafting/writing					
200	pcs	Sign pen black liquid/gel ink 0.5 mm needle tip					
150	pcs	Sign pen Blue liquid/gel 0.5mm needle tip					
50	pcs	Sign pen Red liquid/gel 0.5mm needle tip					
			269,612.89				
		Incomes/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/Activity permit shall be submitted upon receipt of Purchase Order					

RENATO S. FDIAS
PROCUREMENT OFFICER

JERIC ATIGA
CAMVASSER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER