

REQUEST FOR QUOTATION

RFQ NO. 2021-976
DATE: OCTOBER 7, 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 OCT 13, 2021 5:00 PM.

Very truly yours,


RIDUAN M. ABDULMUDDIN
ARDA

Terms and Conditions:

PURPOSE : OFFICE SUPPLIES

PR NUMBER: 2021-10-1113

- Award shall be made on per : ☐ Item Basis ☒ Lot Basis
- Quotation validity: **30 CALENDAR DAY**
- Delivery Period: **UPON RECEIPT NTP**
- Delivery Area: **DSWD FO IX**
- 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**

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:
COMPANY ADDRESS:
CONTACT PERSON:
CONTACT NO.:

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
GEN.VICENTE ALVAREZ ST. ZAMBOANGA CITY

ANNEX A: RFQ
RFQ NO.: 2021-976
DATE: 01/10/2007

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
	30	BOTTLE	STAMP PAD INK PURPLE OR VIOLET 50ML				
	3	ROLL	ACETATE,THICKNESS 0.075MM #3				
	15	BOX	CARBON FILM,PE,BLACK 216X330MM				
	100	PCS	CORRECTION TAPE FILM BASE 6M	291,012.80			
	10	PACK	FOLDER, LTYPE A4 SIZE				
	10	PACK	FOLDER LTYPE PLASTIC A4 SIZE				
	5	PACK	FOLDER LTYPE PLASTIC LEGAL SIZE				
	5	PACK	FOLDER TAGBOARD A4 SIZE				
	50	PCS	FOLDER TAGBOARD LEGAL SIZE				
	50	PCS	MARKER, PERMANENT BULLET TYPE BLACK				
	50	PCS	MARKER, PERMANENT BULLET TYPE BLUE				
	50	PCS	MARKER PERMANENT BULLET TYPE RED				
	20	BOX	PAPER CLIP VINYL PLASTIC COAT 32MM				
	20	BOX	PAPER CLIP VINYL PLASTIC COAT 50MM				
	2	BUNDLE	RING BINDER PLASTIC 32MM 84 RINGS				
	2	BOX	RUBBER BAND 70MM LAY FLAT LENGTH #18				
	15	PCS	CUTTER BLADE FOR HEAVY DUTY CUTTER				
	5	PCS	DATING AND STAMPING MACHINE HEAVY DUTY				
	20	PCS	PUNCHER PAPER, HEAVY DUTY WITH TWO HOLW GUIDE				
	20	PCS	STAPLER STANDARD TYPE LOAD CAP 200 STAPLES MIN				
	20	UNIT	CALCULATOR COMPACT 12 DIGITS				
	150	PCS	SIGN PEN BLACK LIQUID GEL 0.5MM NEEDLE TIP				
	150	PCS	SIGN PEN BLUE LIQUID GEL 0.5MM NEEDLE TIP				
	3000	ROLL	TRANSPARENT PACKAGING TAPE 2" 100MM				
	5	ROLL	DOUBLE SIDED TAPE 12MMX 10 YARD				

15	PCS	BINDING COMB BINDING 8MM 21 HOLE PLASTIC RING BINDER				
20	PCS	COLLAPSIBLE FILE BOX STORAGE ORGANIZAER WITH LID FILE BOX WITH HANDLE 120L				
5	PCS	METAL HANDLED ONE HOLE PUNCHER				
5	REAM	PVC COVER CLEAR LEGAL SIZE 100PCS 216MMX330MM 300MICRON				
5	PCS	CORK BOARD WITH FRAME 90 CMX120CM				
50	PAD	STICKY NOTE (SIGN HERE)				
		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