

REQUEST FOR QUOTATION

RFQ NO.: **10-059**

DATE: **10/5/2021**

COMPANY NAME : \_\_\_\_\_  
COMPANY ADDRESS : \_\_\_\_\_  
CONTACT PERSON : \_\_\_\_\_  
CONTACT NO. : \_\_\_\_\_  
COMPANY TIN 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 October 11, 2021,  
5:00 pm

Very truly yours,  
  
RIDDAN P. H. MUDDIL, CES IV  
ARBA

Terms and Conditions:

PURPOSE: **PURCHASE OF OFFICE SUPPLIES FOR THE USE OF HOME FOR WOMEN.**

PR#: **HFV 2021-06-052K**

1. Award shall be made on per: \_\_\_\_\_ Item Basis ☒ Lot Basis

2. Quotation validity: **30 Days**

3. Delivery Period: **30 CALENDAR DAYS UPON RECEIPT OF NTP.**

4. Delivery Area: **MAMPANG, ZAMBO. CITY, HOME FOR WOMEN**

5. Terms of payment: **AFTER 30 DAYS UPON DELIVERY OF SERVICE.**

6. Liquidated Damages/Penalty: **ONE-TENTH (1/10) OF 1% OF UNDELIVERED PORTION x NO. OF DAYS DELAY.**

7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

8. Warranty: \_\_\_\_\_

9. Performance Security: \_\_\_\_\_

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.

  
RENATO G. FOJAS  
Regional Procurement Officer


\_\_\_\_\_  
Supplier

PHILGEPS NO.: \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_

**Note: Please fill in / attach specification. Failure to do so will be DISQUALIFIED / WILL NOT BE AWARDED.**

**HFV-2021-10-667**  
**POSTED**  
SEPS REF No. \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

Department of Social Welfare and Development FO-IX BIDS AND AWARDS COMMITTEE	For Posting
Received by: 	Date & Time: <u>10/6/21</u>
Remarks: _____	

COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
CONTACT NO.: \_\_\_\_\_

ANNEX A: RFQ  
RFQ NO.: 10-059  
DATE: 10/5/2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
			11LOT				
1	50	boxes	BALLPEN 0.5mm BLACK 12S				
2	30	pack	BATTERY, dry cell, AA, 4 pieces per blister pack				
3	30	pack	BATTERY, dry cell, AAA, 4 pieces per blister pack				
4	5	pack	BATTERY, dry cell, D, 1.5 volts, alkaline				
5	5	unit	CALCULATOR, compact, 12 digits / Solar				
6	10	box	Canon Laide A4 (Assorted Color)				
7	5	BOX	CARBON FILM, PE, black, size 216mm x 330mm				
8	50	pack	CARTOLINA, (24 colors in 1 pack / Assorted color)				
9	50	pack	Colored Paper (24 colors in 1 pack / Assorted color)				
10	500	pcs	CORRECTION TAPE, film base type, UL 6m min				
11	10	box	Crayons (64 colors per box)				
12	50	roll	Double Sided Tape, 18mm x 11				
13	5	pcs	ERASER, FELT, for blackboard/whiteboard				
14	25	pcs	ERASER, PLASTIC/RUBBER, for pencil draft/writing				
15	10	set	FILE TAB DIVIDER, bristol board, for A4				
16	10	set	FILE TAB DIVIDER, bristol board, for legal				
17	20	bot	GLUE, all purpose, gross weight: 200 grams min				
18	10	box	INDEX TAB, self-adhesive, transparent				
19	50	pcs	Magic tape, 33mm				
20	20	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min				
21	10	box	Oil Color Pastel (24's)				
22	10	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min				
23	10	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min				
24	100	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm				
25	100	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm				
26	100	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm				
27	100	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm				
28	10	piece	PENCIL, SHARPENER, manual, single cutter head				
29	100	pcs	RECORD BOOK MINI 300PAGES				
30	150	reams	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min				

277,505.00



31	150	reams	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
32	15	pcs	Ruler (12" / thick)			
33	10	pcs	Scissors, symmetrical, blade length: 65mm min.			
34	50	boxes	SIGN PEN, BLACK, liquidgel ink, 0.5mm needle tip			
35	50	boxes	SIGN PEN, BLUE, liquidgel ink, 0.5mm needle tip			
36	25	boxes	SIGN PEN, RED, liquidgel ink, 0.5mm needle tip			
37	3	bot	STAMP PAD INK, purple or violet, 50ml (min.)			
38	12	box	STAPLE WIRE, for heavy duty staplers, no. 10			
39	30	box	STAPLE WIRE, for heavy duty staplers, no. 35			
40	15	roll	TAPE, ELECTRICAL, 18mm x 16M min			
41	50	roll	TAPE, MASKING, width: 24mm (±1mm)			
42	50	roll	TAPE, MASKING, width: 48mm (±1mm)			
43	50	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
44	50	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
45	50	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)			
46	10	pcs	Water Color (12 colors / with cover)			
47	5	pack	WRAPPING PAPER, kraft, 65gsm (-5%)			

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PR. NO.: HPW 2021-06-052K

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. FOJAS  
PROCUREMENT OFFICER

EDTESSIE KATE M. TARROZA

0997-298-5599

kyriemk8@gmail.com

CANVASSER

SUPPLIER

Note: Please fill in / attach specification. Failure to do so will be DISQUALIFIED / WILL NOT BE AWARDED.