

REQUEST FOR QUOTATION

RFQ NO.: 10-059
DATE: 10/15/2021

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

HFW-2021-10-667
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 November 1, 2021, 5:00pm

Very truly yours,
[Signature]
RIDUAN P. HALIMBODIN, CESO IV
ARDA

Terms and Conditions:

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

PR#: HFW 2021-06-052K

- Award shall be made on per: Item Basis Lot Basis
- Quotation validity: 30 Days
- Delivery Period: 30 CALENDAR DAYS UPON RECEIPT OF NTP
- Delivery Area: MAMPANG, ZAMBO. CITY, HOME FOR WOMEN
- Terms of payment: AFTER 30 DAYS UPON DELIVERY OF SERVICE.
- Liquidated Damages/Penalty: ONE-TENTH (1/10) OF 1% OF UNDELIVERED PORTION x NO. OF DAYS DELAY.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: _____
- Performance Security: _____
- 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 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.

ANNEX A: RFQ
 RFQ NO.: 10-059
 DATE: 10/15/2021

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BUYER'S SPECIFICATIONS	UNIT COST	TOTAL COST
			1 LOT				
1	50	boxes	BALLPEN 0.5mm BLACK 12'S				
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 Leide A4 (Assorted Color)				
7	5	BOX	CARBON FILM, PE, black, size 2.16mm 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 black board/whiteboard				
14	25	pcs	ERASER, PLASTIC/RUBBER, for pencil craft/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				
				277,605.00			

30	150	reams	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
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, liquid/gel ink, 0.5mm needle tip		
35	50	boxes	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
36	25	boxes	SIGN PEN, RED, liquid/gel 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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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 ground for suspension or blacklisting in DSWD's future biddings.


 RENATO G. FOJAS
 PROCUREMENT OFFICER


 EDTESSIE KATE M. TARROZA
 0997-298-5599
kyriemv8@gmail.com
 CANVASSEER

_____ SUPPLIER

SIGN HERE

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