

REQUEST FOR QUOTATION

RFQ NO. 2021-986
DATE: OCTOBER 13, 2021

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

RRCY-2021-10-686
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 E. HADJIMUDDIN
ARDA

Department of Social Welfare and Development - Field Office IX
BIDS AND AWARDS COMMITTEE
For Posting
Received by: *[Signature]*
Date & Time: 10/14/21
Remarks:

Terms and Conditions:

PURPOSE : common office supplies 4th qtr

PR NUMBER: 2021-10-1124

- Award shall be made on per : Item Basis Lot Basis
- Quotation validity: **30 CALENDAR DAY**
- Delivery Period: **UPON RECEIPT NTP**
- Delivery Area: **RRCY POLANCO**
- 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.

[Signature]
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:
 CONTRACT NO.:

ANNEX A: RFQ
 RFQ NO.: 2021-986
 DATE: october 13,2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
	100	pcs	safety hasp				
	100	box	thumbtacks				
	20	pack	photo paper #4 210x297mm				
	40	pack	special paper 120x297mm	76,250.00			
	10	tube	cutter blade 10pcs/tube				
	10	pcs	cutter knife				
	40	pcs	data file box made of chipboard with close ends				
	60	pcs	data folder made of chipboard taglia lock				
	10	pcs	dating and stamping machine heavy duty self inking stamp with removable refillable ink pad				
	10	unit	paper cutter 12x15 brown				
	40	pcs	3 tier letter tray paper tray				
	20	pcs	stamp pad 3" violet ink				
	300	pcs	expanded envelop legal				
	10	pcs	duct tape				
	30	pcs	sticky notes rainbow neon lined 3x4				
	30	pcs	highlighten pen assorted color				
			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 C. AQUAS
 PROCUREMENT OFFICER
 CANVASSER

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER