DSWD
Department of Social Welfare and Development
FIELD OFFICE IX

REQUEST FOR QUOTATION

RFQ NO. 2021-1252
DATE: December 22,2021

PSD-2021-12-852

POSTED
GEPS REF No.
DATE:
SIGNATURE:

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 DECEMBER 27, 2021, 5:00 PM.

Very truly yours,

RIDUAN P. MADJIMUDDIN
ARDA
DEC 22 2021

Terms and Conditions:

PURPOSE : **For PSD MNLF office supplies**

PR NUMBER: **2021-11-1351**

1. Award shall be made on per : __ Item Basis ✓ Lot Basis
2. Quotation validity: **30 days from bid opening**
3. Delivery Period: **15 days upon receipt of approved PO**
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.**

BIDS AND AWARDS COMMITTEE
For Posting
Received by: Juhen
Date & Time: 12/29/2021
Remarks:

EARL WIN C. TIMBANG
Regional Procurement Officer

(signature over printed name)
Supplier
PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

COMPANY NAME: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
COMPANY ADRESS: GEN.VICENTE ALVAREZ ST. ZAMBOANGA CITY
CONTACT PERSON: JERIC N. ATIGA
CONTACT NO.: 9171035052

ANNEX A: RFQ
RFQ NO.: 2021-1252
DATE: December 22,2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPEICIFCATIONS	UNIT COST	TOTAL COST
	498	ream	paper multipurpose A4 70gsm				
	500	ream	paper multipurpose legal 70 gsm				
	48	box	staple wire heavy duty 23/13				
	100	btl	continous ink cyan				
	100	btl	continous ink black				
	100	btl	continous ink magenta				
	100	btl	continous ink yellow				
	17	pcs	stapler standard type 200 staples				
	10	pcs	stapler remover plier type				
	100	pcs	signpen black liquid gel ink 0.5mm needle tip				
	100	pcs	signpen blue liquid gel ink 0.5mm needle tip				
	52	pcs	stamp pad ink purple 50ml				
	20	pcs	stamp pad felt bed 60x100mm				
	20	pcs	puncher paper heavy duty with two hole guide				
	80	box	fastener plastic 70mm between prongs				
	50	pack	espanded folder long white 50 pcs per box				
	46	pcs	correction tape film based 6m				
	16	pcs	marking pen whiteboard black felt tip				
	5	box	ballpen 140x150mm 12pcs per box black				
	8	bundle	looseleaf cover 50pcs per bundle				
	40	pcs	data file box plastic with close ends				
	2	pcs	metal file tray file holder organizer office				
	100	pcs	storage box 120 liters plastic with wheels				
	13	pcs	calculator compact electronic 12 digits				
	21	box	clip backfold 32mm 12s				
	24	box	clip backfold 50mm 12s				
	3	box	envelope expanding kraftboard legal				

	4	pcs	magazine file box large				
	25	pad	notepad stick on 2x3 100sheets per pad				
	38	box	paper clip 33mm 100 pcs per box				
	42	box	paper clip 50mm 100pcs per box				
	2	ream	paper parchment multupurpose A4				
	4	pcs	pencil sharpener 1 piece in individual platic				
	13	box	pencil lead with eraser 12s				
	20	pcs	scissors symmetrical blade length 65mm				
	5	pcs	tape dispenser table top				
	10	roll	tape trasnparent 2inch				
	13	roll	tape masking 2 inch				
	10	roll	tape pacakging 2 inch				
	50	pack	toilet tissue paper 2 ply 150 pulls				
	194	btl	alcohol ehtyl 68-70% scenterd 500ml				
	80	pcs	surgical gloves disposable lattex				
	100	box	surgical face mask 3 ply filtration				
	50	pcs	face shield acrylic full face shield visor				
	1	pcs	dating and stampingmachine heavy duty				
	6	jar	glue all purpose 200g				
	13	pcs	record book 500 pages 214x278mm				
	26	box	rubber band 70mm #18				
	5	roll	twine twisted plastic rope white				
				624,405.00			
			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 before receipt of approved contract				
			Business/Mayors permit shall be submitted upon receipt of Purchase Order				

EARL WYN C. TIMBANG
RPROCUREMENT OFFICER

JERIC ATIGA
CANVASSER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER