

REQUEST FOR QUOTATION

RFQ NO. 2022-04-0203  
 DATE: 20-Apr-2022

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

RRCY-2022-04-104  
**POSTED**  
 GEPS REF No: 8621768  
 DATE: 4/22/22  
 SIGNATURE: [Signature]

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 @ 5:00PM

Very truly yours,  
  
**RIDUAN P. SABJIMUDDIN, CESO IV**  
 ARDA

Terms and Conditions:

**(RECANVASS) RRCY OFFICE SUPPLIES**

**PURPOSE**

- |  |   |   |
|--|---|---|
| <b>PR NUMBER</b>   | : | <b>2022-04-0203</b>   |
| 1. Award shall be made on per  | : | <input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis |
| 2. Quotation validity  | : | 30 Calendar days from bid opening   |
| 3. Delivery Period   | : | 30 DAYS UPON RECEIVING PO   |
| 4. Delivery Area   | : | RRCY, POLANCO, ZAMBOANGA DEL NORTE  |
| 5. Terms of payment  | : | 60 days after delivery of service   |
| 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   |
| 10. Prospective supplier must be registered at the philippine Government Electronic Procurement System (PhilGEPS). You may visit philgeps website at <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a> and register for free. | : |   |

Department of Social Welfare and Development  
 BAC ARDA  
 For Posting  
 Received by: [Signature]  
 Date & Time: 4/22/22 @ 3:05 PM  
 Remarks:

**EARL-WYNN C. TIMBANG**  
 Regional Procurement Officer

(signature over printed name)  
 Supplier

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

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
 CONTACT PERSON : JOHN MATHEW L. AREVALLO  
 CONTACT NO. : 0917-148-5475

ANNEX A: RFQ  
 RFQ NO. :  
 DATE :  
 2022-04-0203  
 2022-04-20

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	40	DOZ.	BALLPEN				
2	15	DOZ.	PENCIL #2				
3	100	RMS	US BONDPAPER (LONG) S-20				
4	70	RMS	US BONDPAPER (SHORT) S-20				
5	30	PCS	PACKING TAPE # 2 (BIG)				
6	20	BOT	GLUE 130ml				
7	1	BOX	CARBON PAPER (LONG)				
8	1	BOX	CARBON PAPER (SHORT)				
9	100	PCS	ENVELOPE (LONG) BROWN				
10	100	PCS	ENVELOPE (SHORT) BROWN				
11	2	DOZ.	BATTERY AA-SIZE				
12	100	PCS	FOLDER (SHORT) WHITE				
13	500	PCS	FOLDER (LONG) WHITE				
14	100	PCS	CORRECTION TAPE (BIG)				
15	50	PCS	LOGBOOK (500 pages)				
16	50	BOX	PAPER FASTNER				
17	40	PCS	SIGNPEN (0.50)				
18	20	PCS	STAPLER (GOOD QUALITY)(BIG SIZE)				
19	30	BOX	STAPLE WIRE (#35) COPPER				
20	10	PCS	SCOTCH TAPE CLEAR (BIG)				
21	20	PCS	WHITE BOARD MARKER (BLACK)				
22	30	PCS	PERMANENT MARKER (BLACK)				
23	10	ROLLS	MASKING TAPE (#2)				
24	10	PCS	PUNCHER (BIG)				
25	10	PCS	CORK BOARD 12" X 14"				
26	10	BOX	PUSH PINS (100 PCS)				
				<b>180,670.00</b>			

27	20	BOX	PAPER CLIP (JUMBO)
28	150	PCS	PADLOCK (GOOD QUALITY)
29	150	PCS	SAFETY HASP
30	5	PCS	PENCIL SHARPENER (BIG)
31	10	BOX	THUMBTRACKS
32	20	PACK	PHOTO PAPER (A-4 210mm x 297mm)
33	50	PACK	SPECIAL PAPER (120mm x 297mm)
34	5	TUBE	CUTTER BLADE, 10 pcs/tube
35	2	PIECE	CUTTER KNIFE
36	2	UNIT	PAPER CUTTER 12X15 (BROWN)
37	5	PCS	3 TIER LETTER TRAY - PAPER TRAY
38	10	PCS	STAMP PAD NO.3 VIOLET INK
39	20	PCS	WALLCLOCK
40	200	PCS	EXPANDED ENVELOPE (LEGAL)
41	10	PCS	DUCK TAPE
42	20	PAD	STICKY NOTES (RAINBOW NEON LINED) size 3 x 4
43	40	PCS	HIGHLIGHTER PEN

Take Note:

Business/Mayor's Permit shall be attached upon Submission of RFQ  
Income / Business Tax Return shall be required for Negotiated  
Procurement under Small Value Procurement Modality with ABC above  
P500,000.00 before issuance of Approved Purchase Order before  
payment.

Omnibus Sworn Statement shall be required for Negotiated  
Procurement under Small Value Procurement Modality with ABC above  
P500,000.00 before issuance of Approved Purchase Order before  
payment.

PURPOSE : (RECANVASS) RRCY OFFICE SUPPLIES

PR. NO. : 2022-04-0203

EARL-WYNN C. TIMBANG  
RPROCUREMENT OFFICER

CANVASSER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER