

**REQUEST FOR QUOTATION**

RFQ NO. 2022-0203  
DATE: 5-Apr-2022

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

RRCY - 2022 - 04 - 104  
**POSTED**  
GEPS REF. No.: \_\_\_\_\_  
DATE: 4/18/22  
SIGNATURE: [Signature]

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses on 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 April 18, 2022, 05:00 PM.

Very truly yours,

[Signature]  
RIDUAN P. ALJIMUDDIN, CESO IV  
ARDA 4/11/22

**Terms and Conditions:**

- PURPOSE** : FOR RRCY OFFICE SUPPLY
- PR NUMBER** : 2022-04-0203
1. Award shall be made on per :  Item Basis  Lot Basis
  2. Quotation validity : 30 CALENDAR DAYS FROM BID OPENING
  3. Goods shall be delivered on : 30 DAYS RECEIVED OF P.O.
  4. Delivery Area : DSWD FO IX RRCY, POLANCO, ZAMBO. DEL NORTE
  5. Terms of payment : W/ IN 60 CALENDAR DAYS AFTER DELIVERY
  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 [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

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

(signature over printed name)

Supplier

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



DSWD FIELD OFFICE IX  
 DSWD-GR-010 | REV 01 / 13 OCT 2021

COMPANY NAME  
 COMPANY ADDRESS  
 CONTACT PERSON  
 CONTACT NO.

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
 CALVIN MONDICK R. RAVAL  
 9171097043

**Take Note:**

Please attach Business/Mayor's Permit CY 2022  
 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  
 Omnibus Sworn Statement shall be required for Negotiated Procurement under Small  
 Value Procurement Modality with ABC above P500,000.00 after receipt of approved Notice

ANNEX A: RFQ  
 RFO NO. :  
 DATE : 2022-09-03

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)				
27	20	BOX	PAPER CLIP (JUMBO)				
28	150	PCS	PADLOCK (GOOD QUALITY)				
29	150	PCS	SAFETY HASP				
30	5	PCS	PENCIL SHARPENER (BIG)				
				<b>181,750</b>			

31	10	BOX	THUMBSTACKS		
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		

PURPOSE : .....  
PR. NO. : .....  
FOR RRCY OFFICE SUPPLY  
2022-04-0202

**EARL WYNNA C. TIMBANG**  
PROCUREMENT OFFICER  
CANVASSER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER