



REQUEST FOR QUOTATION

RFQ NO. 2022-04-0203
DATE: 17-May-2022

RRCY-2022-04-104

POSTED
GEPS REF No: 8080705
DATE: 05/19/22
SIGNATURE: [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 MAY 30, 2022 @ 5:00PM

[Signature]
RIDUAN P. RAJIMUDDIN, CESO IV
ARDA

Terms and Conditions:

PURPOSE (RECANVASS) RRCY OFFICE SUPPLIES

- 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. Delivery Period : 30 working days upon receipt of PO
- 4. Delivery Area : **RRCY, POLANCO**
- 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 www.philgeps.gov.ph and register for free.

[Signature]
EARL WYNNE C. TIMBANG
Regional Procurement Officer

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



DSWD FIELD OFFICE IX
 ESTABLISHED 1978 (D.O. 1978)

COMPANY NAME :
 COMPANY ADDRESS :
 CONTACT PERSON :
 CONTRACT NO. :
 DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 GENERAL VICENTE ALVAREZ ST., ZAMBANGA CITY
 JOHN MATHEW L. AREVALO
 87148523

Take Note:
 Please attach Business/Mayor's Permit CV 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: RPA
 RPO NO. :
 DATE :
 2022-03-03
 8282-56517

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)				
				181,750			

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)		
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	WALLLOCK		
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: XXXXXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 PR. NO: 2022-04-0202 FOR RRCY OFFICE SUPPLY

EARL WANG HIRANG
 APPROVING OFFICER
 CANVASSER

QUANTITY OVER PRINTED MADE
 SUPPLIER