

REQUEST FOR QUOTATION

COMPANY NAME
COMPANY ADDRESS
CONTACT PERSON
CONTACT NO.
COMPANY TIN

RFQ NO. **2022-0919**
DATE: **21-Sep-2022**



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 31, 2022.

Very truly yours,

[Signature]
MA. CORAZON G. SUMICAD
CAO

Terms and Conditions:

- PURPOSE** : **KC - AF CEAC OFFICE SUPPLIES (LILOY)**
- PR NUMBER** : **2022-09-0919**
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 : **WIN 5 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER**
4. Delivery Area : **DSWD - SWADT LILOY**
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 and register for free.**

Take Note:

Business/Mayor's Permit CY 2022

[Signature]
RENATO G. FOJAS
Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

COMPANY NAME Department of Social Welfare Development
COMPANY ADDRESS General Vicente Alvarez Street, Zamboanga City
CONTACT PERSON Edwin O. Hilonada
CONTACT NO.: 9554472971

ANNEX A: RFQ
RFQ NO.: 2022- 0919
DATE: 21-Sep-22

ITEM NO.		QTY.	UNIT	PURCHASER'S SPECIFICATIONS		ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
								required		
1	44	bottles		ALCOHOL, ethyl, 65%-75%, scented, 3.785 liters						
2	612	pcs		Balipen (black) fine point, good quality						
3	612	pcs		Ballopoint pen blue (good quality 50/box)						
4	23	units		CALCULATOR, compact 12 digits, big display						
5	30	box		Clip, backfold, all metal clamping 50mm						
6	169	pcs		Correction Tape, film base type						
7	55	pcs		Data file box, made of chipboard, with closed ends (legal)						
8	2	box		Envelope, Expanding, kraftboard, Legal size (100 pcs /back)						
9	87	box		Face Mask (3 ply @ 50 pcs/box)						
10	45	box		Folder, Expanded, Legal size (100 pcs / box)						
11	329	pcs		Government Folder						
12	918	pcs		Mandar Paper						
13	34	pcs		Marker, permanent, bullet type, black						
14	34	pcs		Marker, Whiteboard, bullet type, black						
15	34	pcs		Marker, Whiteboard, bullet type, blue						
16	51	box		Metacards (multi-colored, pocket 1/2)						
17	66	pcs		Notebook, spiral, 40 leaves						
18	3	box		Notepad, vinyl/plastic coat, length, 32mm min						
19	2	box		Notepad, vinyl/plastic coat, length, 50mm min						
20	36	packs		Photo paper (10x15x1/2)						
21	37	pcs		GLUE, Liquid all purpose, gross weight: 200 grams min						
22	32	ream		PAPER, multi purpose(copy),A4, 70gsm						
23	97	ream		PAPER, multi purpose(copy),LEGAL, 70gsm						
24	19	pcs		Pencil Sharpener, manual, single cutter head						
25	82	box		PENCIL, Lead w/ eraser, wood case, hardness						
26	39	box		Permanent Marker Bullet head (black)						
27	42	bottles		Permanent Marker, refill ink (black)						
28	66	box		Plastic Fastener						
29	57	pcs		Plastic Storage box, multi purpose, big size, 50L						
30	24	pcs		Puncher, paper, heavy duty, with two hole guide						
31	21	pcs		Record Book, 300 pages, 214mm x 278mm						
32	23	rolls		Rope Twine / twine 2 ply, one (1) lbh per roll						
33	25	pair		Scissors, symmetrical, blade length 65mm						
34	49	pcs		SGN PEN, black liquid/gel ink, 0.5mm needle tip (100pc/box)						
35	49	pcs		SGN PEN, blue liquid/gel ink, 0.5mm needle tip (100pc/box)						
36	7	box		Staple Wire, standard						
37	30	pcs		Stapler, Standard type, large cap,200 staples min						
38	53	rolls		Tape, Masking, 1 inch (10m)						
39	292	rolls		Tape, Masking, 2 inches (50m)						
40	27	rolls		Tape, Transparent, 1 inch (50m)						
41	12	rolls		Tape, Transparent, 2 inches (50m)						
					Total	350,753.00				
Take note :										
Submit the following together with the RFQ:										
1. Business/Mayor's permit										
2. Philgeps certification										

PURPOSE: KC-AF CEAC OFFICE SUPPLIES (ULOY).

PR. NO. 2022 - 09- 0919

IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) with in five (5) days from the date of receipt. Failure to sign the original P.O means that the bidder is not interested and will be a ground to suspension or blacklisting in DSWD's future biddings.

REMATO G. ROJAS
PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER