

**REQUEST FOR QUOTATION**

RFQ NO. **2022-0920**

DATE: **21-Sep-2022**

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

Oct 03, 2022

Very truly yours,

*Amessy*  
**MA. CORAZON G. SUMICAD**  
CAO

**Terms and Conditions:**

- |  |   |   |
|--|---|---|
| <b>PURPOSE</b>   | : | <b>KC - AF CEAC OFFICE SUPPLIES (DIPOLOG)</b>                                     |
| <b>PR NUMBER</b>   | : | <b>2022-09-0920</b>   |
| 1. Award shall be made on per  | : | <input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis |
| 2. Quotation validity  | : | <b>30 CALENDAR DAYS FROM BID OPENING</b>  |
| 3. Goods shall be delivered on   | : | <b>WIN 5 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER</b>                          |
| 4. Delivery Area   | : | <b>DSWD - SWADT DIPOLOG</b>   |
| 5. Terms of payment  | : | <b>W/ IN 60 CALENDAR DAYS AFTER DELIVERY</b>                                      |
| 6. Liquidated Damages/Penalty  | : | <b>1/10 of 1% of undelivered portion x No. of days of delay</b>                   |
| 7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.   |   |   |
| 8. Warranty  | : | <b>N/A</b>  |
| 9. Performance Security  | : | <b>N/A</b>  |
| 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. |   |   |

**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. Hibionada  
CONTACT NO.: 9554472971

ANNEX A: RFQ  
RFQ NO.: 2022-0920  
DATE: 21-Sep-22

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS required	UNIT COST	TOTAL COST
1	38	bottles	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters				
2	512	pcs	Ballpoint (black) fine point, good quality				
3	512	pcs	Ballpoint pen blue (good quality 50/box)				
4	21	units	CALCULATOR, compact 12 digits, big display				
5	26	box	Clip, barbed, all metal clamping 50mm				
6	143	pcs	Correction Tape, film base type				
7	47	pcs	Data file box, made of chipboard, with closed ends (legal)				
8	2	box	Envelope, Expanding, Keyboard, legal size (100 pcs/box)				
9	73	box	Face Mask (3 ply @ 50 pcs/box)				
10	39	box	Folder, Expanded, Legal size (100 pcs / box)				
11	277	pcs	Government Folder				
12	768	pcs	Manila Paper				
13	30	pcs	Marker, permanent, bullet type, black				
14	30	pcs	Marker, whiteboard, bullet type, black				
15	30	pcs	Marker, whiteboard, bullet type, blue				
16	43	box	Metacards (multi-colored, pre-cut 3/2)				
17	56	pcs	Notebook, spiral, 40 leaves				
18	3	box	Paperclip, vinyl/plastic coat, length, 32mm min				
19	2	box	Paperclip, vinyl/plastic coat, length, 50mm min				
20	32	packs	Photo paper (10x15cm)				
21	33	pcs	GLUE, liquid all purpose, gross weight: 200 grams min				
22	20	ream	PAPER, multi purpose/copy/LEGAL, 70gsm				
23	83	ream	PAPER, multi purpose/copy/LEGAL, 70gsm				
24	17	box	Penel Sharpener, manual, single cutter head				
25	70	box	PENCIL, lead w/ eraser, wood coated, hardness				
26	33	box	Permanent Marker Bullet head (black)				
27	36	bottles	Permanent Marker, refill ink (black)				
28	56	box	Plastic Fastener				
29	49	pcs	Plastic Storage box, multi purpose, big size, 50L				
30	22	pcs	Punches, paper, heavy duty, with two hole guide				
31	19	pcs	Record Book, 300 pages, 214mm x 278mm				
32	21	rolls	Rope Twine / Twine 2 ply, one (1) kilo per roll				
33	21	pair	Scissors, symmetrical, blade length 65mm				
34	41	pcs	SIGN PEN, blue liquid/gel ink, 0.5mm needle tip (10pcs/box)				
35	43	pcs	SIGN PEN, blue liquid/gel ink, 0.5mm needle tip (10pcs/box)				
36	7	box	Staple Wire, standard				
37	3	pcs	Stapler, Standard type, long cap, 200 staples min				
38	45	rolls	Tape, Masking, 1 inch (25m)				
39	246	rolls	Tape, Masking, 2 inches (50m)				
40	23	rolls	Tape, Transparent, 1 inch (50m)				
41	12	rolls	Tape, Transparent, 2 inches (50m)				
Total:				296,072.00			
Take note:							
1. Business/Mayor's permit							
2. Philgeps certification							

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

PR. NO. 2022 - 09- 0920

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.

RENATO S. FOIAS  
PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER

CANVASSER