

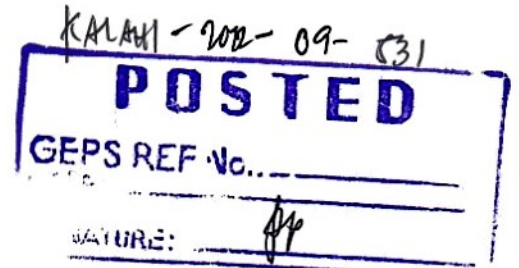
REQUEST FOR QUOTATION

RFQ NO. **2022-0922**

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. 6, 2022

Very truly yours,

MA. CORAZON G. SUMICAD
MA. CORAZON G. SUMICAD
CAO

Terms and Conditions:

- PURPOSE** : **KC - AF CEAC OFFICE SUPPLIES (SUR)**
- PR NUMBER** : **2022-09-0922**
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 : **W/IN 5 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER**
4. Delivery Area : **DSWD - SWADT PAGADIAN**
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

Renato G. Fojas
RENATO G. FOJAS
Regional Procurement Officer

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

General Vicente Alvarez Street, Zamboanga City
Telephone Nos. (062) 991-6030 / 991-8346 / 991-1001
Email: fo9@dswd.gov.ph / Website: www.fo9.dswd.gov.ph

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

ANNEX A: RFQ
RFQ NO.: 2022- 0922
DATE: 21-Sep-22

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS required	UNIT COST	TOTAL COST
1	68	bottles	ALCOHOL, ethyl, 68%-72%, isonated, 3.785 liters				
2	1012	pcs	Balpen (black) fine point, good quality				
3	1012	pcs	Balpen pen blue (good quality 50/box)				
4	31	units	CALCULATOR, compact 12 digit, big display				
5	3	box	Clp, lockfold, all metal damping 25mm				
6	46	box	Clp, lockfold, all metal damping 25mm				
7	273	pcs	Correction Tape, film base type				
8	87	pcs	Data file box, made of chipboard, with closed ends (legal)				
9	2	box	Envelope, Expanding, Kraftboard, legal size (100 pcs / box)				
10	143	box	Face Mask (3 ply @ 50 pcs/box)				
11	69	box	Folder, Expanded, Legal size (100 pcs / box)				
12	537	pcs	Government Folder				
13	1268	pcs	Manila Paper				
14	50	pcs	Marker, permanent, bullet type, black				
15	50	pcs	Marker, whiteboard, bullet type, black				
16	50	pcs	Marker, whiteboard, bullet type, blue				
17	83	box	Metacards (multi-colored, price 1/2)				
18	106	pcs	Notebook, spiral, 40 leaves				
19	3	box	Paperclips, vinyl/plastic coat, length, 32mm min				
20	2	box	Paperclips, vinyl/plastic coat, length, 50mm min				
21	53	packs	Photo paper (10pcs/pack)				
22	53	packs	Photo paper (10pcs/pack)				
23	84	ream	PAPER, multi purpose (copy), 84, 70gram				
24	153	ream	PAPER, multi purpose (copy), 144, 70gram				
25	27	pcs	Pencl Sharpener, manual, single cutter head				
26	130	box	PERMAN, Lead w/ eraser, wood cases, hardcase				
27	63	box	Permanent Marker Bullet head (black)				
28	66	bottles	Permanent Marker, refill ink (black)				
29	106	box	Plastic Fastener				
30	69	pcs	Plastic Storage box, multi purpose, big size, 50L				
31	32	pcs	Puncher, paper, heavy duty, with two hole guide				
32	29	pcs	Record Book, 300 pages, 214mm x 279mm				
33	31	rolls	Rego Tapes / Tapes, 2 ply one (1) kilo per roll				
34	41	pair	Scissors, symmetrical, black, length 65mm				
35	81	pcs	SIGN PEN, black steel/gel ink, 0.5mm needle tip (10pcs/box)				
36	73	pcs	SIGN PEN, blue liquid/gel ink, 0.5mm needle tip (10pcs/box)				
37	7	box	Staple Wire, standard				
38	3	pcs	Stapler, Standard type, long cap, 200 staples min				
39	75	rolls	Tape, Masking, 1 inch (25m)				
40	476	rolls	Tape, Masking, 2 inches (50m)				
41	43	rolls	Tape, Transparent, 1 inch (50m)				
42	12	rolls	Tape, Transparent, 2 inches (50m)				
Total				542,443.00			
Take note :							
Submit the following together with the RFQ:							
1. Business/Mayor's permit							
2. Philgeps certification							

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

PR. NO. 2022 - 09- 0922

IMPORTANT: The winning bidder must sign the Original copy of Purchase Order (P.O.) within 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.

REYNATO G. FELIAS
PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

CANVASSER