

REQUEST FOR QUOTATION

RFQ NO. **2022-0925**

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,

Sumicad
MA. CORAZON G. SUMICAD
CAO

Terms and Conditions:

- | | | |
|--|---|---|
| PURPOSE | : | KC - KKB OFFICE SUPPLIES (DIPOLOG) |
| PR NUMBER | : | 2022-09-0925 |
| 1. Award shall be made on per | : | <input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis |
| 2. Quotation validity | : | 30 CALENDAR DAYS FROM BID OPENING |
| 3. Goods shall be delivered on | : | WIN 5 WORKING DAYS UPON RECIEPT OF PURCHASE ORDER |
| 4. Delivery Area | : | DSWD - SWADT DIPOLOG |
| 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. Hibiionada
CONTACT NO.: 9554472971

ANNEX A: RFQ
RFQ NO.: 2022-0926
DATE: 20-Sep-22

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	36	pcs	Ballpen (black) fine point, good quality		required		
2	21	box	Ballpoint pen blue (good quality 50/box)				
3	3	box	Clip, backfold, all metal clamping 50mm				
4	6	pcs	Correction tape, film base type				
5	3	pcs	Data file box, made of chipboard, with closed ends				
6	3	box	Envelope, expanding, kraft, legal size				
7	1	box	Folder, expanded legal size				
8	55	pcs	Government Folder				
9	264	pcs	Manila paper				
10	99	pcs	Marker, permanent, bullet type, black				
11	30	pcs	Marker, whiteboard, bullet type, black				
12	30	pcs	Marker, whiteboard, bullet type, blue				
13	11	rolls	Masking tape 1 inch (20m)				
14	13	box	Notepad (multi-color, pre-cut 1/2)				
15	119	pcs	Notebook, spiral, 40 leaves				
16	9	box	Paper clip, vinyl/plastic coated, 32mm min				
17	19	box	Paperclip, vinyl/plastic coat, length, 50mm min				
18	4	pcs	Paper glue				
19	38	ream	Paper, multi purpose (copy) A4, 70 gsm				
20	72	ream	Paper, multi purpose (copy) LEGAL, 70 gsm				
21	1	pcs	Pencil Sharpener, manual, single cutter head				
22	18	box	Pencil, lead, with eraser, wood case, hardness				
23	5	box	Permanent marker, refill ink (black)				
24	34	box	Plastic fastener				
25	3	pcs	Record book, 300 pages, size: 214 mm x 278 mm min				
26	5	box	Rubber stamp pad				
27	5	pair	Scissors, symmetrical, blade length 65mm				
28	16	pcs	Sign pen, black liquid/gel ink, 0.3mm needle tip (10 pcs/box)				
29	7	pcs	Sign pen, blue liquid/gel ink, 0.3mm needle tip (10 pcs/box)				
30	103	pcs	Sign pen, blue liquid/gel ink, 0.3mm needle tip (10 pcs/box)				
31	7	box	Sign pen, black, liquid/gel ink, 0.5mm needle tip				
32	3	pcs	Stapler, standard type, load cap : 200 staples min				
33	17	rolls	Tape, masking 1 inch (20m)				
34	17	rolls	Tape, masking 2 inches (50m)				
35	14	rolls	Tape, transparent, 1 inch (50m)				
36	13	rolls	Tape, transparent 2 inches (50m)				
			total	63,795.00			
			Take note : Submit the following together with the RFQ: 1. Business/Mayor's permit 2. Philgeps certification				

PURPOSE: KC-KKB OFFICE SUPPLIES (DIPOLOG).

PR. NO. 2022 - 09- 0925

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 G. FOLAS
PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

CANVASSER