



## ADMINISTRATIVE DIVISION PROCUREMENT MANAGEMENT SECTION

DSWD-GF-002 | REV 02 | 17 AUG 2022

## REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO.	2022-10-1055
DATE:	10-26-22
ACC-	16-201-17- 623
1	POSTED
P <b>S</b>	REF Vo.:
- 22.11	XIII

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

Very truly yours

RENATO G. FOJAS

Regional Procurement Of

Terms and Conditions:

3. Goods shall be delivered on

PURPOSE : OFFICE SUPPLIES FOR ACCOUNTING SECTION 4TH QRTR.

PR NUMBER : 2022 - 10 - 10 55

1. Award shall be made on per : \_\_\_\_Item Basis 

✓ Lot Basis

2. Quotation validity : 20 CALENDAR DAYS FROM BID OPENING

AND STATE OF THE S

4. Delivery Area : DSWD FIELD OFFICE IX ACCOUNTING SECTION, ZAMBOANGA CITY

20 DAYS UPON RECIEPT OF APPROVED P.O.

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

(signature over printed name)

Supplier



ONTACT NO.

OMPANY NAME
OMPANY ADRESS
ONTACT PERSON



## PROCUREMENT MANAGEMENT SECTION ADMINISTRATIVE DIVISION DSWD-GF-002 | REV 02 | 17 AUG 2022

Section 52.1b - Shopping

2022-10-1055

ANNEX A: RFQ
RFQ NO. :
DATE :

10-26-22

				olls Tape transparent width 1" 100m	rolls	50	14
	×			Staple wire standard 26/6	bxs	50	13
				Record book 500 pgs size 214mm x 278mm	pcs	6	12
			149 198 00	Paper bond letter S-20	rems	50	11
				Paper bond legal S-20	rems	60	10
				Paper bond A4 S-20	rems	55	9
				nits Executive chair high back	units	S	8
				xs Sign here sticky notes assorted colors	bxs	Cr	7
				cs Sign pen blue liquid gel ink 0.5mm needle tip	pcs	50	6
				nit Calculator desktop 16 digits two way power	unit	Cn Cn	5
				xs Staple wire # 35	bxs	30	4
				air Scissors stainless steel multipurpose double blade 8 inches	pair	5	3
				et Batteries 4 pack ( AA ) alkaline	set	4	2
				CS UPS 650VA	pcs	ω	1
TOTAL COST	UNIT COST	BIDDER'S SPECIFICATIONS	TOTAL ABC	NIT PURCHASER'S SPECIFICATIONS	UNIT	QIY.	TEM NO.

	055	2022-10-1055		PR. NO.
	OFFICE SUPPLIES FOR ACCOUNTING SECTION 4TH ORTR	OFFICE S		PURPOSE
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
	Epson ink 003 65 ml black	pcs	30	25
	Sign pen black liquid gel ink 0.5mm needle tip	pcs	100	24
	Tollet paper tissue 2 ply 100% rcycled	pack	100	23
	Twine rolls vege 1 ply blue or black	rolls	O	22
	Tape dispencer tqable top 24mm width tape	pcs	2	21
88	Pencil lead w/ eraser wood cased hardness HB	bxs	10	20
angth 50mm m	Paper clip assorted color vinyl plasctic coat length 50mm m	bxs	60	19
	Permanent marker bullet type blue	pcs	50	18
	Permanent marker bullet type black	pcs	50	17
	Stapler HD with remover no.1111	bxs	10	16
	Ruler plastic 450mm 18" width 38mm min	pcs	S	1

DOCUMENT/S REQUIRED DURING RFQ OPENING:

1. Mayor's Permit

2. Philgeps Registration Number

(SIGNATURE OVER PRINTED NAME) SUPPLIER

DSWD Field Office IX , General Vicente Alvarez Street, Zamboanga City, Philippin (a) VIII Website: http://www.dswd.gov.ph/fo9@dswd.gov.ph Tel Nos.:(062) 991-6030/991-6056 Tele