

**REQUEST FOR QUOTATION**

RFQ NO. 2022-0923

DATE: 10/18/2022

COMPANY NAME :  
COMPANY ADDRESS :  
CONTACT PERSON :  
CONTACT NO. :  
COMPANY TIN NO :

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 INFORMATION** 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 \_\_\_\_\_, 2022 @ 5:00 PM

Very truly yours,

  
**RENATO G. FOIAS**  
PROCUREMENT OFFICER

**Terms and Conditions:**

**PURPOSE : KC - KKB OFFICE SUPPLIES (Ipil)**

**PR Number : 2022-09-0923**

1. Award shall be made on per: Item Basis ☐ X Lot Basis ☒
2. Quotation Validity: **20 Calendar days from bid opening**
3. Delivery Period : **25 DAYS AFTER RECEIVED OF THE PO**
4. Delivery Area : **DSWD - SWADT IPIL**
5. Terms of payment: **Within 60 Working Days**
6. Liquidated Damages/Penalty : **1/10 of 1% of undelivered portion x no. of days delayed**
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](http://www.philgeps.gov.ph) and register for free.**

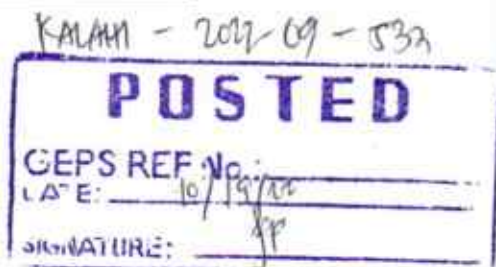
**NOTE:**

1. Mayor's / Business Permit

(signature over printed  
Supplier

PHILGEPS NO.: \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_



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

ANNEX A: RFQ  
RFQ NO.: 2022-0921  
DATE: 18-Oct-22

PURCHASER'S SPECIFICATIONS					ABC	BIDDER'S SPECIFICATIONS		UNIT COST	TOTAL COST
ITEM NO.	QTY.	UNIT				required			
1	42	pcs	Ballpen (black) fine point, good quality						
2	24	box	Ballpoint pen blue (good quality 50/box)						
3	3	box	City, backfold, all metal clamping, 25mm						
4	3	box	City, backfold, all metal clamping, 50mm						
5	6	pcs	Corrected tape, 1/4" wide						
6	3	pcs	Quota file box, made of chipboard, with lined ends (legal)						
7	3	box	Eraser, engineering, 1/2"x1/2"x1/2" (100g/box)						
8	1	box	Folder, Engineering, Legal size						
9	70	pcs	Government folder						
10	368	pcs	Marlin Paper						
11	120	pcs	Marlin, permanent, bullet type, black						
12	29	pcs	Marlin, permanent, bullet type, black						
13	29	pcs	Marlin, whiteboard, bullet type, blue						
14	11	box	Marlin, whiteboard, bullet type, blue						
15	13	box	Marlin, whiteboard, bullet type, blue						
16	132	pcs	Marlin, whiteboard, bullet type, blue						
17	8	box	Marlin, whiteboard, bullet type, blue						
18	22	box	Marlin, whiteboard, bullet type, blue						
19	4	box	Marlin, whiteboard, bullet type, blue						
20	56	box	Marlin, whiteboard, bullet type, blue						
21	90	box	Marlin, whiteboard, bullet type, blue						
22	1	box	Marlin, whiteboard, bullet type, blue						
23	21	box	Marlin, whiteboard, bullet type, blue						
24	5	box	Marlin, whiteboard, bullet type, blue						
25	40	box	Marlin, whiteboard, bullet type, blue						
26	8	box	Marlin, whiteboard, bullet type, blue						
27	5	box	Marlin, whiteboard, bullet type, blue						
28	19	box	Marlin, whiteboard, bullet type, blue						
29	7	box	Marlin, whiteboard, bullet type, blue						
30	133	box	Marlin, whiteboard, bullet type, blue						
31	7	box	Marlin, whiteboard, bullet type, blue						
32	7	box	Marlin, whiteboard, bullet type, blue						
33	3	box	Marlin, whiteboard, bullet type, blue						
34	20	box	Marlin, whiteboard, bullet type, blue						
35	20	box	Marlin, whiteboard, bullet type, blue						
36	14	box	Marlin, whiteboard, bullet type, blue						
37	14	box	Marlin, whiteboard, bullet type, blue						
Total note :					872,281.00				
Submit the following together with the RFQ:									
1. Business/Mayor's permit									
2. Indiggo certification									

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

PR. NO. 2022 - 09 - 0921

REMARK: 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 for suspension or blacklisting in OSWDO's future biddings.

ROMATO G. FIDIAS  
PROCUREMENT OFFICER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER

CANVASSER