

REQUEST FOR QUOTATION

RFQ NO. **2022-0996**
DATE: **14-Oct-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

Nov. 07, 2022 @ 05:00 PM

Very truly yours,

RENATO G. FOJAS
Regional Procurement Officer

Terms and Conditions:

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------------------------------------------------|
| PURPOSE | : | FOR OPERATIONAL USE OF PROCUREMENT SECTION IN PREPARATION OF EARLY PROCUREMENT ACTIVITIES, 4TH QUARTER DELIVERABLES AND OTHER RELATED TASKS. |
| PR NUMBER | : | 2022-10-0996 |
| 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 30 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER |
| 4. Delivery Area | : | DSWD FO IX |
| 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

Department of Social Welfare and Development - FO IX
BIDS AND AWARDS COMMITTEE

For Posting

Received by: Furday
Date & Time: 10/28/22
Remarks: Posting

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	100	REAM	LEGAL - S20 MULTI COPY 70 GSM	182,150.00			
2	100	REAM	A4 S-20 MULTI COPY 70GSM				
3	5	UNIT	MOBILE PEDESTAL CABINET 3 DRAWER				
4	15	PACK	FILM Blue Carbon Paper 8 1/2 x 13" 100 Sheets				
5	15	BOX	Original waterproof permanent marker fine black (12pcs)				
6	15	BOX	PLASTIC FASTENER 50'S				
7	20	BOX	Vinyl Paper Clips 50mm JUMBO Assorted Color				
8	15	Box	Staple Wire # 35 500q/Pieces				
9	10	BOX	EXPANDING ENVELOPE LEGAL GREEN 100'S				
10	2	BOX	EXPANDING ENVELOPE LEGAL YELLOW 100'S				
11	10	BOX	Pressboard Folder Green Local Expandable Folder 100 pieces				
12	2	BOX	Pressboard Folder Yellow Local Expandable Folder 100 pieces				
13	10	PCS	STAPLER #35 W/ REMOVER				
14	20	BOT	EPSON GENUINE INK BLACK #003				
15	20	PCS	SIGN PEN .7				
16	1	UNIT	4-in-1 Mono Laser Multi-Function Center with Automatic 2-sided Printing, NFC Reader and Wireless Networking Laser Printer				
			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				

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 2022-10-0996

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER