

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 03 - 0206
DATE: 22-Mar-2023COMPANY NAME :
COMPANY ADDRESS :
CONTACT PERSON :
CONTACT NO. :
COMPANY TIN :

Sir/Madam:

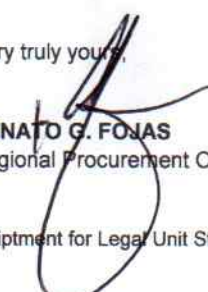
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate **TECHNICAL SPECIFICATIONS** could be basis for non-compliance. Also, furnish us with the descriptive brochures, catalogues, 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

March 27, 2023 @ 05:00 PM

Very truly yours,


RENATO G. FOJAS
Regional Procurement Officer

Terms and Conditions:

- | | | |
|--|---|---|
| PURPOSE | : | Office Supplies and IT Equipment for Legal Unit Staff use |
| PR NUMBER | : | 2023-03-0206 |
| 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 | : | 10 CALENDAR DAYS UPON RECEIPT OF NTP |
| 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 |

Department of Social Welfare and Development - FO IX BIDS AND AWARDS COMMITTEE	For Posting
	Received by: <u>Forday</u>
	Date & Time: <u>03/02/2023</u>
	Remarks: <u>Posting</u>

Please email your accomplished request for QUOTATION and ANNEX A at bacrfq.dswdfo9@gmail.com

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____

ANNEX A: RFQ
RFQ NO. :
DATE : 03 - 0206
2023-03-22

QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL AMT	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
80	PC	COLORED EXPANDING ENVELOPE LONG Specs: 20 pcs/color - Pink, Orange, Red, Yellow	50,335.00			
10	BOX	BLUE; SIGN PEN; Specs: grip, 1.0 mm LARGE; SMOOTH; LIQUID INK SYSTEM; ROLLERBALL (12 pcs/box)				
10	PC	EXPANDABLE CLIPBOARD LONG WITH COVER Specs: Black, Plastic, Durable, 2 Metal Clips - side and upper clips				
1	UNIT	LATERAL 4 or 5 LAYERS FILING CABINET; Specs: Atleast 5ft height, 2.5ft width; White				
3	UNIT	WIRELESS MOUSE Specs: Bluetooth; atleast 1000 DPI Laser Grade Optical Sensor; color BLACK; Silent Clicks; compatible for windows and mac OS with 1 - Year Warranty				
2	UNIT	PORTABLE SOLID STATE DRIVE (SSD); Specs: High Speed USB 3.1; at least 1 TB				
2	PC	DESK MAT MULTIFUNCTIONAL LARGE DESKPAD Specs: with Anti - Slip Base, Spill - resistant Durable (BLACK/GRAY); Polyester; At least Height: 300mm; Width: 700mm; Thickness: 2mm				
		Office Supplies and IT Equipment for Legal Unit Staff use 2023-03-0206				

DOCUMENTS REQUIRED DURING RFQ OPENING:
1. Mayor's Permit
2. Philgeps Registration Number

(SIGNATURE OVER PRINTED NAME)
SUPPLIER