

**REQUEST FOR QUOTATION**

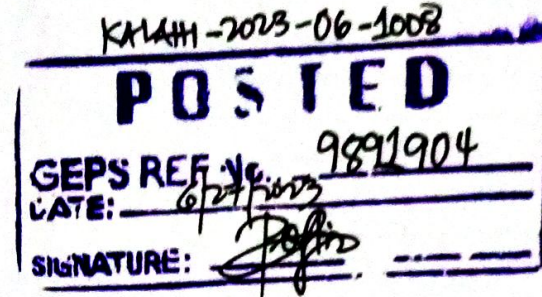
**Section 52.1b - Shopping**

RFQ NO. **06-1008**

DATE: **23-Jun-2023**

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

July 3, 2023 @ 5:00pm

Very truly yours,

*[Signature]*  
**ROLANDO Y. CUFVA**

Regional Procurement Officer

**Terms and Conditions:**

**PURPOSE** FOR KKB ACT OFFICE SUPPLIES (DIPOLOG)

**PR NUMBER** 2023-06-1008

- |  |   |  |   |
|--|---|--|---|
| 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   | : | 20 DAYS AFTER RECEIVED/CONFORMED ON THE NTP              |   |
| 4. Delivery Area   | : | 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  |   |

Please email your request for quotation and annex A at [bacrfq.dswdfo9@gmail.com](mailto:bacrfq.dswdfo9@gmail.com)

REGIONAL DIVISION  
Social Welfare and Development FOIX  
BIDS AND AWARDS COMMITTEE

For Posting *[Signature]*  
Received by *[Signature]*  
Date & Time **6/23/23 11:24am**  
Remarks

(signature over printed name)

Supplier



Section 52.1b - Shopping

COMPANY NAME  
COMPANY ADDRESS  
CONTACT PERSON  
CONTACT NO.

ANNEX A: RFO  
RFO NO.  
DATE  
06-1008  
2023-06-26

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
25	pad	Note Pad, Stick on, 3" x 3"					
400	reams	Paper, Multi-purpose, A4 70, gsm					
100	reams	Paper, Multi-purpose, Legal, gsm					
15	jar	Glue, all purpose					
20	box	Staple Wire, Standard					
50	roll	Tape, Masking, 24mm-22m					
40	roll	Tape, Masking, 48mm-22m					
50	roll	Tape, Packaging 48 mm-30m(brown)					
60	roll	Tape, Transparent, 24mm-50m					
40	roll	Tpe, Transparent, 48mm-30m					
60	pcs	Correction tape, 8m					
30	pcs	Marker whiteboard, black					
30	pcs	Marker whiteboard, blue					
40	pcs	Marker, permanent, blue, bullet type					
30	box	Paper clip, vinyl/plastic coated, 50mm					
20	box	Pencil, lead, with eraser					
10	pcs	DATING and STAMPING Machine					
10	pcs	Pencil, sharpener, manual, single cutter head					
10	pcs	Puncher, paper, heavy duty					
10	pair	Scissors, symmetrical					
15	pcs	Stapler, standard type					
15	pcs	Staple remover, pillar type					
150	pcs	Sign pen, black 0.5mm ballpoint					
150	pcs	Sign pen, blue 0.5mm ballpoint					
				165,968.10			

PURPOSE : FOR KKB ACT OFFICE SUPPLIES (DIPLOLOO)  
PR NO : 2023-06-1008

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

*Edwin O. Hilbornada*  
Edwin O. Hilbornada  
CANVASSER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER