

REQUEST FOR QUOTATION**Section 52.1b - Shopping**RFQ NO. 07-1089
DATE: July 11, 2023ARRS - 2023-07-1089**POSTED**GEPS REF No.:
DATE: 6/21/2023
SIGNATURE: _____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 17, 2023 @ 05:00 PM

Very truly yours,


ROLANDO V. CUEVA
Regional Procurement Officer**Terms and Conditions:**

PURPOSE	:	Office supplies for ARRS
PR NUMBER	:	2023-07-1089
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	:	15 Calendar days upon receipt of NTP
4. Delivery Area	:	DSWD FO IX ZAMBOANGA CITY
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 accomplished request for QUOTATION and ANNEX A at bacrfq.dswdfo9@gmail.com

DSWD Field Office IX - Zamboanga City	
Procurement Section	
For Posting	
Received by	<u>For Posting</u>
Date & Time	<u>07/11/2023</u>
Remarks	<u>For Posting</u>

(signature over printed name)

Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____



DSWD OFFICE | 1001 10th Ave. 10th

COMPANY NAME
CONTACT PERSON
CONTACT NO.

Section 52.10 - Shipping
ANNEX A: RFO
RFO NO. : 02-1089
DATE : JAN 11, 2023

ITEM NO.	QTY	UNIT	MUNICIPALITY SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
46	1	ream	Paper multipurpose A4 70gsm				
5	1	box	Folder expandable pressboard color white legal				
46	1	pcs	Expanded envelope color brown long with elastic strap				
40	1	pcs	envelope brown legal				
40	1	pcs	envelope brown Short				
40	1	pcs	Ballpoint pen black 0.7mm				
10	1	pcs	Magazine file box closed horizontal color blue legal				
35	1	Sheet	Photopaper A4 180gsm glossy 10s				
35	1	Sheet	Sticker paper A4 10s satin				
35	1	Pcs	Permanent marker broad black	97,100.00			
35	1	pcs	Binder clip backfold 1.25in 6s 32mm				
35	1	pcs	Binder clip backfold 1.62in 4s 41mm				
12	1	pcs	Multi purpose scissors (symmetrical)				
11	1	pcs	Puncher 2 hole 978 30sheets black heavy duty				
45	1	pcs	Continuous ink black for epson L3110				
40	1	pcs	Continuous ink Cyan for epson L3110				
40	1	pcs	Continuous ink Magenta for epson L3110				
40	1	pcs	Continuous ink Yellow for epson L3110				
40	1	Pcs	Permanent marker Black fine				
			XX				

PURPOSE
PR. NO. 2023-1089
Office supplies for ARRS

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

(SIGNATURE OVER REGISTERED NAME)
SUPPLIER

DSWD Field Office IX, General Vicente Alvarez Street, Zamboanga City, Philippines 7000
Website: <http://www.dswd.gov.ph> Tel. No. (092) 981 4000/981 4006, Telefax: (092)9891 4

