



ADMINISTRATIVE DIVISION
PROCUREMENT MANAGEMENT SECTION

DSWD-GF-002 | REV 02 | 17 AUG 2022

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 2024-04-0597
DATE: APRIL 18, 2024

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

Sir/Madam:

CIU-2024-04-0597
POSTED
DEPS REF No.: 10768913
DATE: 4/18/2024
SIGNATURE: [Signature]

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 **APRIL 22, 2024, 5PM.**

Very truly yours,

[Signature]
ROLANDO CUEVA

Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : **PROCUREMENT OF OFFICE SUPPLIES FOR CIU CY 2024 (BAGONG PILIPINAS PAYOUT)**
- PR NUMBER** : **2024-04-0597**
- 1. Award shall be made on per : Item Basis Lot Basis
- 2. Quotation validity : **30 CALENDAR DAYS FROM BID OPENING**
- 3. Goods shall be delivered on : **20 DAYS UPON RECEIPT OF PURCHASE ORDER**
- 4. Delivery Area : **CIU-DSWD, STA. BARBARA 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 bac.dswd.fo9@gmail.com

(signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____





Section 52.1b - Shopping

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY
 CONTACT PERSON : IRENE C. GUAVES
 CONTACT NO. : 09171031047

ANNEX A: RFQ
 RFQ NO. : 2024-04-0597
 DATE : APRIL 18, 2024

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	1000	REAMS	BONDPAPER (A4) SUB 20 70 GSM GOOD QUALITY	320,000.00			
2	1000	REAMS	BONDPAPER (LEGAL) SUB 20 70 GSM GOOD QUALITY	350,000.00			
			XX				
			TOTAL	670,000.00			

PURPOSE : PROCUREMENT OF OFFICE SUPPLIES FOR CIU CY 2024 (BAGONG PILIPINAS PAYOUT)
 PR. NO. : 2024-04-0597

DOCUMENT/S REQUIRED DURING RFQ OPENING:
 1. Mayor's Permit
 2. Philgeps Registration Number

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER

IRENE C. GUAVES
 CANVASSER

