

**REQUEST FOR QUOTATION**

**Section 52.1b - Shopping**

RFQ NO. **03-0459**

DATE: **4/2/2024**

*HFV-2024-04-459*

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

**POSTED**  
GEPS REF No.: *10721129*  
DATE: *4/3/2024*  
SIGNATURE: *[Signature]*

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 **APRIL 8, 2024 @ 5:00PM.**

Very truly yours,

**ROLANDO SUEVA**  
Regional Procurement Officer

Terms and Conditions:

**PURPOSE: PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF HOME FOR WOMEN DAILY OPEARTION..**

**PR NUMBER: 2024-03-0459**

- 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 : 30 DAYS UPON RECEIPT OF NTP
- 4. Delivery Area : HOME FOR WOMEN MAMPANG, 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

Supplier

PHILGEPS NO.: \_\_\_\_\_  
PHILGEPS EXPIRY: \_\_\_\_\_



Section 52.1b - Shopping

ANNEX A: RFQ

RFQ NO. 03-0459

DATE 4/2/2024

COMPANY NAME: \_\_\_\_\_  
COMPANY ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
CONTACT NO.: \_\_\_\_\_

TEM NO	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	5	UNITS	<b>OFFICE CHAIRS</b> (Adjustable seat height, 360 degree, tention control, butterfly mechanism with tilt & lock function, adjustable lumbar support, abriv, padded seat, Height: 62cm, Depth: 51cm, Height: 102-112cm, Seat height: 45-55cm)	282,500.00			
2	10	UNITS	<b>OFFICE TABLE WITH TOP GLASS</b> ( NOT LAMINATED WOOD, SOLID WOOD W/ 1 CENTER DRAWER 3 SIDE DRAWERS WITH LOCK AND W/ TOP GLASS, 24.5 inch width, 43 inch length, 30 inch height)				
3	8	Doz	<b>CARTOLINA</b> (2 Doz each colors / Red, Orange, Purple, Green)				
4	12	PACKS	<b>BATTERY</b> (Size D, Alkaline, 2 pcs per pack, Original, Long lasting, )				
5	100	ROLLS	<b>DOUBLE SIDED TAPE</b> (18mm x 10mm / Dimension: 9.50 x 1.80 x 9.50 cm)				
6	100	ROLLS	<b>DOUBLE SIDED TAPE</b> (1/2 X 10MM / Dimension:1.2 x 10 x 10 cm)				



7	100	BOX	<b>SIGN PEN</b> (Black, liquid / gel ink, 0.5mm needle tip, good quality, 10 pcs per box)			
8	100	BOX	<b>SIGN PEN</b> (Blue, liquid / gel ink, 0.5mm needle tip, good quality, 10 pcs per box)			
9	50	BOX	<b>PERMANENT MARKER</b> (Black, Broad tip, 12pcs per box, good quality, Waterproof Permanent Marks, Quick-drying, free alcohol type ink 2.0mm to 4.5mm stroke width chisel tip)			
10	50	BOX	<b>PERMANENT MARKER</b> (Blue, Broad tip, 12pcs per box, good quality, Waterproof Permanent Marks, Quick-drying, free alcohol type ink 2.0mm to 4.5mm stroke width chisel tip)			
11	200	packs	<b>STICKER PAPER</b> (Size: A4, Matte 150GSM, 20 sheets per pack,)			
12	1	SET	<b>BROTHER INK FOR DCP1720DW UNIT</b> (Cyan, Black, Magenta, Yellow)			
			XX			

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**PR NUMBER: 2024-03-0459**

**DOCUMENT/S REQUIRED DURING RFQ OPENING:**

1. Mayor's Permit
2. Philgeps Registration Number

*KSP*  
**EDTESSIE KATE M. TARROZA**  
 CANVASSER  
 0997-298-5599

\_\_\_\_\_  
 SUPPLIER

DSWD Field Office IX , General Vicente Alvarez Street, Zamboanga City, Philippines 7000  
 Website: <http://www.dswd.gov.ph/fo9@dswd.gov.ph> Tel Nos.:(062) 991-6030/991-6056 Telefax: (062)993-0652

