

**REQUEST FOR QUOTATION**

*Section 52.1b - Shopping*

RFQ NO. 2024-04-0637  
DATE: 23-Apr-2024

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

*PANTAWID LILOY-2024-04-0637*  
**POSTED**  
GEPS REF No. *10788375*  
DATE: *4/24/2024*  
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 *May 13, 2024 @ 5:00 pm*

Very truly yours,

*[Signature]*

**ROLANDO V. CUEVA**  
Regional Procurement Officer

Terms and Conditions:

- |  |   |   |
|--|---|---|
| <b>PURPOSE</b>   | : | <b>FORTHE USE OFFICE SUPPLIES OF MOO LILOY CLUSTER ZDN FOR CY 2024</b>            |
| <b>PR NUMBER</b>   | : | <b>2024-04-0637</b>   |
| 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   | : | <b>15 CALENDAR DAYS OR UPON RECEIPT OF NTP</b>                                    |
| 4. Delivery Area   | : | <b>DSWD FO IX ZAMBOANGA DEL NORTE LILOY</b>                                       |
| 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   |

(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 :  
 CONTACT NO. :

**ANNEX A: RFQ**  
 RFQ NO. : 2024-04-0637  
 DATE : 2024-04-23

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	401	REMS	PAPER BOND LONG S-20 500'S/ REM				
2	13	BOTL	INK BTD60 BLACK BROTHER				
3	7	BOTL	INK BTD60 BLUE BROTHER				
4	7	BOTL	INK BTD60 YELLOW BROTHER				
5	7	BOTL	INK BTD60 MAGENTA BROTHER	₱ 184,865			
6	16	BOTL	INK 664 BLACK EPSON				
7	4	BOTL	INK 664 BLUE EPSON				
8	4	BOTL	INK 664 YELLOW EPSON				
9	7	BOTL	INK 664 MAGENTA EPSON				
10	11	BOTL	INK 003 BLACK EPSON				
11	11	BOTL	INK 003 BLUE EPSON				

12	11	BOTL	INK 003 YELLOW EPSON			
13	10	BOTL	INK 003 MAGENTA EPSON			
14	12	BXS	BALLPEN BALLPOINT BLACK			
15	1	BX	BALLPEN BALLPOINT RED			
16	9	BXS	SIGN PEN 0.5 BLACK			
17	2	BXS	SIGN PEN 0.5 BLUE			
18	32	BXS	PAPER FASTENER PLASTIC COATED BIG			
19	62	PCS	CORRECTION TAPE 8M	P 184.865		
20	1	PC.	RECORD BOOK @ 500LVS			
21	11	BOTL	ALL PURPOSE GLUE @ 130 GRAMS			
22	120	PCS	EXPANDED ENVELOP LONG			
23	24	PCS	ORDINARY FOLDER LONG			
24	2	BXS	PERMANENT MARKER BLACK @ 12'S/BX			
25	20	BXS	PAPER CLIP SMALL			
26	24	BXS	PAPER CLIP BIG			

27	6	PCS	PUNCHER 2 HOLES HD			
28	15	PCS	STAPLER W/REMOVER NO.35			
29	49	BXS	STAPLE WIRE NO.35	₱ 184,865		
30	30	PCS	STICKY NOTES 3 X3 "			
31	27	ROLLS	PACING TAPE BIG 2"			

PURPOSE : FORTHE USE OFFICE SUPPLIES OF MOO LILOY CLUSTER ZDN FOR CY 2024

PR. NO. : 2024-04-0637

  
**JUN GLOVA**  
**CANVASSER**

(SIGNATURE OVER PRINTED NAME)  
**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)993-065

