

**REQUEST FOR QUOTATION**

*Section 52.1b - Shopping*

RFQ NO. 2024-04-0547

DATE: 4/3/24

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

*Pantawid-2024-04-547*

POSTED

GEPS REF NO: *10732378*

DATE: *4/3/24*

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 15, 2024 @ 5:00 pm*

Very truly yours,

**ROLANDO V. CUEVA**  
Regional Procurement Officer

Terms and Conditions:

<b>PURPOSE</b>	:	<b>FOR THE USE OF POO ZDS OFFICE SUPPLIES</b>
<b>PR NUMBER</b>	:	<b>2024-04-0547</b>
1. Award shall be made on per	:	<input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis
2. Quotation validity	:	<b>30 CALENDAR DAYS FROM BID OPENING</b>
3. Goods shall be delivered on	:	<b>15 CALENDAR DAYS UPON RECEIPT OF NTP</b>
4. Delivery Area	:	<b>DSWD FO IX ZAMBAONGA DEL SUR</b>
5. Terms of payment	:	<b>W/ IN 60 CALENDAR DAYS AFTER DELIVERY</b>
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 :  
COMPANY ADDRESS :  
CONTACT PERSON :  
CONTACT NO. :

ANNEX A: RFQ  
RFQ NO. : 2024-04-0547  
DATE : 2024-04-03

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	60	PCS	STORAGE BOX 11" X 15 5/8" X W/ ROLLER AND COVER	339,416			
2	60	BXS	PAPER BOND A4 S-20 70 GSM				
3	60	BXS	PAPER BOND LONG S-20 70 GSM				
4	50	PCKS	SPECIALTY PAPER WAX CERTIFICATE PAPER 90GSM PALE CREAM A4				
5	10	ROLLS	PACKAGING TAPE 2"				
6	10	ROLLS	PACKAGING TAPE 3"				
7	20	ROLLS	DOUBLE SIDED TAPE 20MM				
8	10	BXS	CORRECTION TAPE 5MM X 8M 24'S/BX				
9	100	PCS	EXPANDED FOLDER LONG ORANGE				
10	50	PCS	EXPANDED FOLDER LONG GREEN				
11	50	PCS	EXPANDED FOLDER LONG RED				
12	25	BXS	SIGN PEN 0.5 @ 25'S/BX BLUE				
13	25	BXS	SIGN PEN 0.5 @ 25'S/BX BLACK				
14	25	BXS	SIGN PEN 0.3 25'S/BX BLUE				
15	25	BXS	SIGN PEN 0.3 25'S/BX BLACK				
16	30	BXS	PENCIL MONGOL 1 @ 12'S/BX				
17	20	BXS	PAPER CLIP VINYL SMALL 33MM				
18	20	BXS	PAPER CLIP VINYL BIG 55MM				
19	98	PACK	ASSORTED COLOR STICKY NOTE 3 X3 "				

20	20	BXS	BINDER CLIP FOLD BACK CLIP METAL BACK 19MM	339,416.00		
21	20	BXS	BINDER CLIP FOLD BACK CLIP METAL BACK 51MM			
22	10	BOT	UV INK BLACK 1000ML			
23	3	BOT	UV INK MAGENTA 1000ML			
24	3	BOT	UV INK CYAN 1000ML			
25	3	BOT	UV INK YELLOW 1000ML			
26	4	PCKS	PHOTO PAPER A4 230 GSM			
27	15	PCKS	HIGHLIGHTER PEN @ 6 COLORS/PCK			
28	5	BXS	PLASTIC RING BINDER F4 SIZE LONG 23 HOLES 130SHEETS CAPACITY PVC HQ			
29	3	PCKS	PVC CLEAR BLUE BINDING COVER A4			
30	3	PCKS	PVC CLEAR BLUE BINDING COVER LEGAL			
31	3	PCKS	PVC CLEAR BINDING COVER A4			
32	3	PCKS	PVC CLEAR BINDING COVER LEGAL			
33	50	BXS	PLASTIC PAPER FASTENERS BIG			
34	1	PCKS	LAMINATING FILM A4 @ 100'S/PCK			
35	60	BOT	INK EPSON 003 BLACK			
36	60	BOT	INK EPSON 003 CYAN			
37	60	BOT	INK EPSON 003 MAGENTA			
38	60	BOT	INK EPSON 003 YELLOW			
			XX			

PURPOSE : FOR THE USE OF POO ZDS OFFICE SUPPLIES

PR. NO. : 2024-04-0547

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

1. Mayor's Permit
2. Philgeps Registration Number

(SIGNATURE OVER PRINTED NAME)

SUPPLIER

  
**JUAN GLOVA**  
 CANVASSER

