

ADMINISTRATIVE DIVISION  
PROCUREMENT MANAGEMENT  
SECTION

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



REQUEST FOR QUOTATION

RFQ NO. 2024-05-0749  
DATE: 6-May-2024

COMPANY NAME  
COMPANY ADDRESS  
CONTACT PERSON  
CONTACT NO.  
COMPANY TIN

KALAHI-2024-05-0749  
**POSTED**  
GEPS REF. No.: 10857030  
DATE: 5/15/2024  
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 20, 2024 @ 5:00 pm

Very truly yours,

[Signature]

**ROLANDO V. GUEVA**  
Regional Procurement Officer

Terms and Conditions:

**PURPOSE** FOR KC-KKB CEAC OFFICE SUPPLIES

**PR NUMBER** 2024-05-0749

- 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 AFTER RECEIVED/CONFORMED ON THE NTP**
- 4. Delivery Area : **DSWD FO9, ZC**
- 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 request for quotation and annex A at [bacrfq.dswdfo9@gmail.com](mailto:bacrfq.dswdfo9@gmail.com)

(signature over printed name)

Supplier

DSWD GEPS NO.



Department of Social Welfare and Development  
Field Office 9 - Zamboanga Peninsula



BALANG PAMPANGA

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

ADMINISTRATIVE DIVISION  
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DSWD-GF-002 | REV 02117 AUG 2022

ANNEX A: RFQ

RFQ No. : 2024-05-0749  
 Date: May 06, 2024

Item No.	Qty.	Unit	PURCHASER'S SPECIFICATIONS	Supplier/Service Provider's Specifications (Please writethe detailed specifications in the space provided)				Unit Cost	Total Cost
100	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)							
108	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip							
108	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip							
50	jars	GLUE, all purpose, gross weight: 200 grams min							
50	roll	TAPE, MASKING, width: 24mm (±1mm)							
50	roll	TAPE, MASKING, width: 48mm (±1mm)							
50	roll	TAPE, PACKAGING, width: 48mm (±1mm)							
100	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)							
100	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)							
150	piece	CORRECTION TAPE, 1 piece in individual plastic							
20	piece	CUTTER KNIFE							
30	box	MARKER, PERMANENT, bullet type, blue							
30	piece	MARKER, PERMANENT, bullet type, red							
20	piece	MARKER, WHITEBOARD, blue							
20	piece	MARKER, WHITEBOARD, red							
10	piece	PENCIL, LEAD WITH ERASER, 12 dozens per box							
5	box	CARTOLINA, ASSORTED COLORS, 20 pieces per pack							
240	piece	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)							
100	pack	PAPER, MULTI-PURPOSE, 70 gsm., size: 216mm x 330mm (Legal)							
4	ream	Canon Laid Paper (Ivory) High Quality							
10	ream	USB 3.1 (64 GB) Dual Drive OTG type C flash Drive							
		XXXXXXXXXXXXXXXXXXXXXXXXXXXX							
		XXXXXXXXXXXXXXXXXXXX							
								146,782.00	

PURPOSE: FOR KC-KKB CEAC OFFICE SUPPLIES  
 PR. NO. 2024-05-0749

*Edwin O. Hibionada*  
 CANVASSER

DOCUMENTS REQUIRED DURING RFQ OPENING:

- Mayor's Permit
- Philgeps Registration Number
- Income/Business Tax Return for ABC's Above 500k

DOCUMENT/S REQUIRED BEFORE ISSUANCE OF NOTICE OF AWARD:

- Omnibus Sworn Statement for ABC's Above 500k

\_\_\_\_\_  
 (SIGNATURE OVER PRINTED NAME)  
 SUPPLIER