



ADMINISTRATIVE DIVISION  
PROCUREMENT MANAGEMENT SECTION

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

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 2024-04-0704  
DATE: MAY 15, 2024

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

CIU-2024-05-0704  
**POSTED**  
GEPs REF No: 10859513  
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, 5PM.**

Very truly yours,

**ROLANDO CUEVA**  
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : **PROCUREMENT FOR OFFICE SUPPLIES FOR BAGONG PILIPINAS SERBISYO FAIR CY 2024**
- PR NUMBER** : **2024-04-0704**
- 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 : **15 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](mailto: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. : 2024-04-0704  
DATE : MAY 15, 2024

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	300	PCS.	STAPLER 35" WITH REMOVER				
2	350	BOX	STAPLE WIRE NO.35				
3	100	BOX	METAL FASTENER LONG 8" LONG 70 MM				
4	50	PCS.	HEAVY DUTY PUNCHER				
5	100	ROLL	PLASTIC TWINE ROPE				
6	250	BOX	SIGNPEN(BLACK) LIQUID GEL, INK 0.5MM				
7	1000	PCS.	BLUE BALLPEN WITH SUPER GRIB (HIGH QUALITY)				
8	1000	PCS.	BLACK BALLPEN WITH SUPER GRIB(HIGH QUALITY)				
9	500	PCS.	CORRECTION TAPE(ROLLER TYPE FILM) BASE TYPE, UL, 6M MIN.				
10	100	PCS.	STAMP PAD FELT, BED DIMENSION 60MM X 100MM MIN				
11	10	UNIT	FIRST AID KIT				
12	25	PACKS	TRIPLE A BATTERY (HIGH QUALITY)				
13	2	UNIT	PAPER CUTTER WOOD A4 MANUAL PAPER CUTTER OFFICE PHOTO PAPER TRIMMER GUILLOTINE CUTTER				
14	50	REAMS	COATED PHOTO PAPER GLOSS(20 SHEETS PER REAM)				
TOTAL							<b>985,000.00</b>

PURPOSE : PROCUREMENT FOR OFFICE SUPPLIES FOR BAGONG PILIPINAS SERBISYO FAIR CY 2024  
PR NO. : 2024-04-0704

323,276.50 P

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

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER

IRENE C. GUAVES  
CANVASSER

