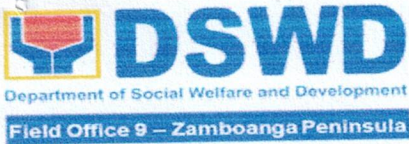


C.O.P.



REQUEST FOR QUOTATION

RFQ NO. 2024-05-0749  
DATE: May 06, 2024

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

KALAHI-2024-05-0749  
**POSTED**  
SEPS REF No. 10828555  
DATE: 5/7/2024  
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 SPECIFICATION** 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-9 on or before

May 13, 2024 @ 5:00:00 PM

Very truly yours,

[Signature]  
**ROLANDO V. CUEVA**

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 : 20 Calendar days from BID opening.
- 3. Goods shall be delivered: 25 days after received/ conformed on the PO
- 4. Delivery Area : **DSWD FO9**
- 5. Terms of payment : Within 60 Calendars afters Delivery
- 6. Liquidated Damages/Penalty : 1/10 of 1% undelivered portion x no. of days delayed
- 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

PHILGEPS NO: \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_





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



ADMINISTRATIVE DIVISION  
PROCUREMENT MANAGEMENT SECTION

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

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

**ANNEX A: RFQ**

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

Item No.	Qty.	Unit	PURCHASER'S SPECIFICATIONS	Supplier/Service Provider's Specifications	Unit Cost	Total Cost
				(Please writethe detailed specifications in the space provided)		
	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	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc, 100 pieces per box			
	30	piece	MARKER, PERMANENT, bullet type, blue			
	30	piece	MARKER, PERMANENT, bullet type, red			
	20	piece	MARKER, WHITEBOARD, blue			
	20	piece	MARKER, WHITEBOARD, red			
	10	box	PENCIL, LEAD WITH ERASER, 12 dozens per box			
	40	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm			
	5	pack	CARTOLINA, ASSORTED COLORS, 20 pieces per pack			
	240	ream	PAPER, MULTI-PURPOSE, 70 gsm., size: 210mm x 297mm (A4)			
	100	ream	PAPER, MULTI-PURPOSE, 70 gsm., size: 216mm x 330mm (Legal)			
			X X X X X X X X X X X X X X			
						146,782.00

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

**EDWIN O. HIBIONADA**  
CANVASSER

**DOCUMENTS REQUIRED DURING RFQ OPENING:**

1. Mayor's Permit
2. Philgeps Registration Number
3. Income/Business Tax Return for ABC's Above 500k

**DOCUMENT/S REQUIRED BEFORE ISSUANCE OF NOTICE OF AWARD:**

1. Omnibus Sworn Statement for ABC's Above 500k

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