

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 04-0665
DATE: 30-Apr-2024

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



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 6, 2024 @ 5:00 pm

Very truly yours,

ROLANDO V. CUEVA
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : Office supplies for SF
- PR NUMBER** : **2024-04-0665**
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 : **10 CALENDAR DAYS UPON RECEIPT OF NTP**
4. Delivery Area : **DSWD FO IX 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

(signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____





Department of Social Welfare and Development

Field Office 9 - Zamboanga Peninsula



Section 52.1b - Shopping

ANNEX A: RFQ

RFQ NO. : 04-0665
 DATE : 2024-04-30

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	100	Btl	Alchol ethyl 68-70% scented 500ml	265,225.00			
	100	Pcs	Sign pen black liquid gel ink 0.5mm needle tip				
	50	pcs	Sign pen blue liquid gel ink 0.5mm needle tip				
	10	Pack	Battery dry cell AA 2pcs per blsiter pack				
	10	Pack	Battery dry cell AAA 2pcs per blsiter pack				
	1	Btl	Stamp pad ink purple or violet 50ml				
	5	Unit	MUse optical usb connection type				
	3	Jars	Glue all purpose 200grams				
	40	Box	Staple wire standard				
	50	Roll	Tape transparent 24mm				
	50	Roll	Tape transparent 48mm				
	10	Unit	Calculator compact electronic 12 digits				
	50	Pcs	Correction tape 1piece per plastic				
	1	Box	Envelope documentary legal size 500pcs per box				
	3	Box	Envelope documentary kraftboard legal 100 pcs per box				
	1	Pcs	Eraser felt for blackboard				
	1	Box	Folder pressboard 240x370mm 100 pcs per box				
	1	Pack	Folder with tab A4 100 pcs per pack				
	5	Pcs	Marker white board black				
	5	Pcs	marker white board blue				

5	Pair	Scissors symmetrical blade lenght 65mm			
20	Pcs	Stapler standard type load cap 200 staple min			
20	Pad	Notepad stick on 2x3 100sheets per pad			
20	Pad	Notepad stick on 3x4 100sheets per pad			
20	Pad	notepad stick on 3x3 100sheets per pad			
150	Pcs	Note stenographer spiral 40 leaves			
100	Ream	Paper multi-purpose 70gsm A			
100	ream	Paper multi-purpose 70 gsm legal			
10	Pack	Toilet tissue paper 2 ply 150 pulls 12 rolls in a a pack			
25	Pcs	Plastic mega box high impact resistant storage 120L			
100	pcs	HP refill ink GT52			
50	pcs	HP refill ink GT53XL			
50	pcs	HP refill ink GT51			
20	pcs	GHP 515 cartridge tri-color MOH50A			
10	pcs	HP 515 cartridge black XIE 75A			
10	pcs	HP cartridge black MOH51A			
20	pcs	Glossy photopaper A4 legal 200t/m2			
20	pcs	Clip board A4 size 360 degree relicate dual use			
1	pcs	White board 100x150cm			
XX					

PURPOSE : Office supplies for SF
PR. NO. : 2024-04-0665



JERIS ATIGA
CANVASSER

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

(SIGNATURE OVER PRINTED NAME)
SUPPLIER