

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 2024-04-0726
DATE: 14-May-2024
VLP-2024-04-0726

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

POSTED
GEP'S REF. No. 10852009
DATE: 5/14/2024
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 @ 5:00pm**

Very truly yours,
[Signature]
ROLANDO V. CUEVA
Regional Procurement Officer

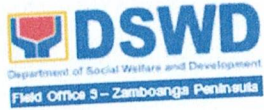
Terms and Conditions:

- | | | |
|--|---|---|
| PURPOSE | : | (RE-CANVASS) FOR THE CONSUMPTION OF SLP STAFF |
| PR NUMBER | : | PAGADIAN A CLUSTER |
| 1. Award shall be made on per | : | 2024-04-0726 |
| 2. Quotation validity | : | <input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis |
| 3. Goods shall be delivered on | : | 30 CALENDAR DAYS FROM BID OPENING |
| 4. Delivery Area | : | 10 CALENDAR DAYS OR UPON RECEIPT OF NTP |
| 5. Terms of payment | : | PAGADIAN CITY |
| 6. Liquidated Damages/Penalty | : | W/ IN 60 CALENDAR DAYS AFTER DELIVERY |
| 7. In case of discrepancy between unit cost and total cost, unit cost shall prevail. | : | 1/10 of 1% of undelivered portion x No. of days of delay |
| 8. Warranty | : | N/A |
| 9. Performance Security | : | N/A |

(signature over printed name)
Supplier

PHILGEPS NO.: _____
PHILGEPS EXPIRY: _____





Section 52.1b - Shopping

ANNEX A: RFQ
 RFQ NO. : 2024-04-0726
 DATE : 2024-05-09

COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY
 CONTACT PERSON : DENNIS DC. CATIS
 CONTACT NO. : 09566878989

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	10	pc.	HEAVY DUTY STAPLER No. 35 WITH STAPLER REMOVER No. 1111	139,160.00			
2	30	pc.	STICKY NOTES (3X3)				
3	50	pc.	BALLPOINT PEN (0.5) BLACK				
4	100	pc.	SIGN PEN (03 GEL INK PEN-BLACK)				
5	50	pc.	CORRECTION TAPE 50mm				
6	40	box	FASTENER				
7	2	box	EXPANDABLE ENVELOPE (YELLOW BOX OF 100)				
8	5	pc.	SCISSORS (BIG SIZE)				
9	300	ream	BOND PAPER LEGAL SIZE, 80 GSM				
10	100	ream	BOND PAPER A4 SIZE, 80 GSM				
11	20	roll	TRANSPARENT TAPE 24mm				
12	3	box	FOLDER EXPANDING KRAFT LEGAL (YELLOW BOX OF 100)				
13	10	box	WHITEBOARD MARKER (REFILLABLE)				
14	50	box	STAPLE WIRE, STANDARD No. 35 (BOX OF 5,000 pcs)				
15	15	box	BINDER CLIP 2" 51mm				
16	15	box	PAPER CLIP, VINYL/PLASTIC COATED, 50mm				
17	3	pc.	STAMP PAD				
18	3	pc.	CALCULATOR (12DIGITS)				
19	5	bottle	PRINTER INK (EPSON) BLACK-003				
20	2	bottle	PRINTER INK (EPSON) CYAN-003				
21	2	bottle	PRINTER INK (EPSON) MAGENTA-003				
22	2	bottle	PRINTER INK (EPSON) YELLOW-003				

23	21	bottle	PRINTER INK (HP) BLACK GT51/51 XL			
24	7	bottle	PRINTER INK (HP) CYAN GT52			
25	7	bottle	PRINTER INK (HP) MAGENTA GT52			
26	7	bottle	PRINTER INK (HP) YELLOW GT52			
27	6	bottle	PRINTER INK BLACK (FOR NEW PRINTER)			
28	5	pc.	PUNCHER 2 JOLE HEAVY DUTY LARGE			

PURPOSE : (RE- CANVASS) FOR THE CONSUMPTION OF SLP STAFF PAGADIAN A CLUSTER
 PR. NO. : 2024-04-0726

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

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER


 CANVASSER

DSWD Field Office IX , General Vicente Alvarez Street, Zamboanga City, Philippines 7000
 Website: <http://www.dswd.gov.ph/fo9@dswd.gov.ph> Tel Nos.:(062) 991-6030/991-6056 Telefax: (062)993
