

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. 07 - 0989
DATE: 7/5/24

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

ARDO-2024-07-0989
POSTED
GEPs REF No.: *11023308*
DATE: *7/5/2024*
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

July 9, 2024 @ 9:00 am

Very truly yours,

[Signature]

ROLANDO V. CUEVA
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : OFFICE SUPPLIES FOR ARDO USE
- PR NUMBER** : 2024 - 07 - 0989
- 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 CALENDAR DAYS UPON RECEIPT OF NTP**
- 4. Delivery Area : **DSWD FO IX**
- 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: _____

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

Section 52.1b - Shopping

ANNEX A: RFO
 RFO NO. : 07 - 0989
 DATE : 2024-07-05

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDERS' SPECIFICATIONS	UNIT COST	TOTAL COST
1	20	PIECE	SIGN PEN, BLACK, LIQUID/GEL, 0.5mm NEEDLE TIP				
2	20	PIECE	SIGN PEN, BLUE, LIQUID/GEL, 0.5mm NEEDLE TIP				
3	5	PACK	BATTERY, DRY CELL, AA, 2 PIECES PER BLISTER PACK				
4	5	PACK	BATTERY, DRY CELL, AAA, 2 PIECES PER BLISTER PACK				
5	5	PACK	STAMP PAD INK, PURPLE OR VIOLET, 50 ml (ml.)				
6	5	ROLL	TAPE, MASKING, width: 48mm (±1mm)				
7	5	ROLL	TAPE, MASKING, width: 24mm (±1mm)				
8	5	ROLL	TAPE, TRANSPARENT, width: 48mm (±1mm)				
9	20	PIECE	CORRECTION TAPE, 1 piece in individual plastic				
10	2	BOX	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box				
11	2	BOX	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc., 100 pieces per box				
12	5	PIECE	FILE ORGANIZER,LEGAL				
13	3	PACK	FOLDER L TYPE,LEGAL SIZE, 50 pieces per pack				
14	20	PIECE	MARKER, PERMANENT, bullet type, black				
15	20	PIECE	MARKER, WHITEBOARD, black				
16	10	PIECE	MARKER WHITEBOARD, blue				
17	10	PIECE	MARKER WHITEBOARD, red				
18	10	BOX	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (mln.) (net of box)				
19	10	box	PENCIL, LEAD WITH ERASER, 12 dozens per box				
20	3	PAIR	SCISSORS, symmetrical, blade length: 65mm, 1 piece in individual plastic				
21	10	PAD	NOTEPAD STICK ON, 2x3 100 sheets per pad				
22	5	PAD	NOTEPAD, STICK ON, 3x4, 100 sheets per pad				
23	10	box	NOTEPAD, STICK-ON, 3x3, 100 sheets per pad				
24	45	REAM	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)				
25	25	REAM	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal)				

