

**REQUEST FOR QUOTATION**

Section 52.1b - Shopping

RFQ NO. 2024-09-1297  
DATE: 29-Oct-2024

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

MNLF-2024-09-61297  
**POSTED**  
GEPs REF. No. 11419647  
DATE: 29 OCT 2024  
~~SUPPLIER'S SIGNATURE~~

Sir/Madam:

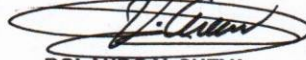
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate **TECHNICAL SPECIFICATIONS** could be basis for non-compliance. Also, furnish us with the descriptive brochures, catalogues, 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

04 NOV 2024 @ 05:00 PM

Very truly yours,

  
**ROLANDO V. CUEVA**  
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : MNLF TP OFFICE SUPPLIES
- PR NUMBER** : 2024-09-1297
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 : **WI 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. :


ANNEX A: RFQ  
RFQ NO. : 2024-09-1297  
DATE : 2024-10-29

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	17	REAM	PAPER, MULTICOPY, 80GSM, SIZE: 216MM X 330MM (LEGAL)	87,539.44			
2	10	BOX	ENVELOPE, EXPANDING, KRAFTBOARD, FOR LEGAL SIZE DOC. 100 PCS PER BOX				
3	2	BOX	ENVELOPE, MAILING, 500 PIECES PER BOX				
4	20	BOTTLE	EPSON INK 003 (BLACK)				
5	19	BOTTLE	EPSON INK 003 (CYAN)				
6	16	BOTTLE	EPSON INK 003 (MAGENTA)				
7	20	BOTTLE	EPSON INK 003 (YELLOW)				
8	42	PIECES	CLIPBOARD WITH COVER (LEGAL, WHITE)				
9	25	PIECES	CLIPBOARD WITH COVER (LEGA, BLACK)				
10	19	PIECES	CLIPBOARD WITH COVER (LEGA, YELLOW)				
11	2	PIECES	PRINTER ( WIFI ALL INK TANK PRINTER)				
12	40	PIECES	SIGN HERE STICKER				
13	71	PIECES	SIGN PEN, BLACK, LIQUID/GEL INK, 0.5MM NEEDLE TIP				
14	70	PIECES	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5MM NEEDLE TIP				
15	8	BOX	FOLDER, PRESSBOARD, SIZE: LEGAL, 100 PIECES PER BOX				
16	44	BOX	CLIP, BACKFOLD, 50MM, 12 PIECES PER BOX				
17	70	BOTTLE	ALCOHOL, ETHLY, 68% - 70%, SCENTED , 500 ML (-5ML)				
18	40	PIECES	TISSUE, INTERFOLDED PAPER TOWEL				
19	9	PIECES	STAPLER, STANDARD TYPE, LOAD CAP: 200 STAPLES MIN, 1 PIECE IN INDIVIDUAL BOX				
			XX				

PURPOSE : MNLF TP OFFICE SUPPLIES  
PR. NO. : 2024-09-1297

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

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER

  
**MARC HERRY M. TAÑON**  
CANVASSER

