

**REQUEST FOR QUOTATION**

Section 52.1b - Shopping

RFQ NO. 2024-09-1369  
DATE: 29-Oct-2024

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

PSD-2024-09-01369  
**POSTED**  
GEPS REF. No. 11420087  
DATE: 29 OCT 2024  
SIGNATURE: 

Sir/Madam:

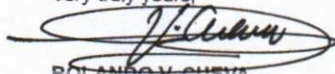
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate **TECHNICAL SPECIFICATIONS** could be basis for non-compliance. Also, furnish us with the descriptive brochures, catalogues,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

- |  |   |   |
|--|---|---|
| <b>PURPOSE</b>   | : | REQUESTING OFFICE SUPPLIES FOR THE USE OF THE FIELD IMPLEMENTERS AND RPMO STAFF OF PDBBM DURING THE TRANSITION PERIOD OF IMPLEMENTATION |
| <b>PR NUMBER</b>   | : | 2024-09-1369  |
| 1. Award shall be made on per  | : | <input type="checkbox"/> Item Basis <input checked="" type="checkbox"/> Lot Basis   |
| 2. Quotation validity  | : | 30 CALENDAR DAYS FROM BID OPENING   |
| 3. Goods shall be delivered on   | : | <b>20 calendar days upon receive of purchase order</b>  |
| 4. Delivery Area   | : | <b>DSWD FO IX</b>   |
| 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- RFQ  
RFQ NO. : 2024-09-1689  
DATE : 2024-10-23

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATION	BIDDER'S SPECIFICATION	TOTAL QTY	UNIT COST	TOTAL COST
		REAMS	BO IND PAPER LONG				
		REAMS	BO IND PAPER A4				
		PCS	BALLPEN INK GEL				
		PCS	CALCULATOR				
		PCS	SC SCORER (BIG)				
		PCS	STICKY NOTE (3"X5"				
		PCS	POST IT (2"X3")				
		PCS	CORRECTION TAPE (GOOD QUALITY 12 METER)				
		ROLL	DOUBLE ADHESIVE ( 1 INCH)				
		PCS	TAPE DISPENSER (BIG)		484,250.00		
		ROLL	SCOTCH TAPE ( 1 INCH )				
		ROLL	PACKAGING TAPE (TRANSPARENT)				
		BOX	EXHIBITABLE FOLDER ( LONG YELLOW ) BOX OF 100				
		BOX	EXHIBITABLE ENVELOPE ( LONG YELLOW ) BOX OF 100				
		PCS	STAPLER BIG ( STANDARD SIZE )				
		BOX	STAPLER WIRE STANDARD SIZE 5000 PCS PER BOX				
		PCS	STORAGE BOX 120L				
		PACK	PHOTO PAPER A4 SIZE				
			XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXX XXXXXXXXXXXXXXXXXXXX XXXX				

PURPOSE : REQUESTING OFFICE SUPPLIES FOR THE USE OF THE FIELD IMPLEMENTERS AND STAFF OF PROBAM  
PR. NO. : 2024-09-1689 DURING THE IMPLEMENTATION PERIOD OF IMPLEMENTATION

*Mark Joseph M. Tanon*  
Kanyasser

DOCUMENTS REQUIRED DURING RFQ OPENING:  
1. Mayor's Permit  
2. Philgeps Registration Number

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER

