

**REQUEST FOR QUOTATION**

RFQ NO. 10-1434  
DATE: 21-Oct-2024

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

Sir/Madam:

STU-2024-10-01434  
**POSTED**  
GEPs REF. No. 11391853  
DATE: Oct. 22, 2024  
SIGNATURE: [Signature]

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

28 OCT 2024 @ 05:00 PM.

Very truly yours,

**ROLANDO V. CUEVA**  
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : FOR THE USE OF PAG ABOT SUPPLIES
- PR NUMBER** : 2024-10-1434
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 : **20 calendar days upon receipt of approved PO**
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. :

ANNEX A: RFQ  
 RFQ NO. : 10-1431  
 DATE : 2024-10-21

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	100	bot	Alcohol, Ethyl, 68%-70%, Scented, 500ml				
2	100	reams	Paper, Multicopy, 80gsm, size: 210mm x 297mm( A4)				
3	100	reams	Paper, Multicopy, 80gsm, size: 210mm x 330mm( Legal)				
4	80	box	Sign Pen, Black, liquid/gel ink, 0.5mm, needle tip				
5	80	box	Sign Pen, Blue, liquid/gel ink, 0.5mm, needle tip				
6	50	pack	Sticky Notes, 4 x 6				
7	20	pcs	Storage Box( snap lock, clear white box) 120 L Capacity, Stackable food grade material				
8	100	pack	Sticker, Sign Here				
9	20	pcs	Record Book, 300 Pages, size: 214mm x 278 mm min				
10	5	reams	PVC Binding Cover- Legal				
11	20	reams	Carbon Paper				
12	5	pcs	Saplier with built in remover, Heavy Duty				
13	50	bot	Epson Ink, Black				
14	100	bot	Epson Ink, Magenta				
15	100	bot	Epson Ink, Yellow				
16	100	bot	Epson Ink, Cyan				
				<b>212,350.00</b>			

PURPOSE : FOR THE USE OF PAG ABOUT SUPPLIES  
 PR. NO. : 2024-10-1434

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

(SIGNATURE OVER PRINTED NAME)  
 SUPPLIER

**ZENaida D. PANG**  
 CANNASSER

