

REQUEST FOR QUOTATION

RFQ NO. 2025-02-10-66
DATE: 19-Feb-2025

Shipping

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

IAU-2025-02-10-066
POSTED
GEP'S REF. No.: 1178697
DATE: FEB-18, 2025
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 **24 FEB 2025 @ 05:00 PM**

Very truly yours,

[Signature]
ROLANDO V. CUEVA
Regional Procurement Officer

Terms and Conditions:

PURPOSE : OFFICE SUPPLIES TO BE USED BY THE IAU IN DAILY OPERATIONS FOR CY 2025

PR NUMBER : **2025-02-10-66**

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

Shopping

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

ANNEX A: RFQ
 RFQ NO. :
 DATE :
 2025-02-10-66
 2025-02-11

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	2	piece	Adjustable Table Hanging Bag Hook; Punch-Free; WHITE; aluminum alloy; adjustable at least 2.65 inches				
2	1	unit	Wireless Presenter Remote Clicker-Laser Pointer (Compatible for MAC OS); Rechargeable; at least 90 days battery life; with magnetic receiver USB+Type C; laser distance of at least 200m; at least 50 meters remote control; usb charging; at least 2.4GHz; With Warranty				
3	2	gal	70% Ethyl Alcohol; 1 Gallon; with mild fragrance				
4	1	unit	Rechargeable Circulator Fan with Night Light; white/ Wooden design; Usage duration at least 80hrs; tilted up to 90 degrees horizontal and vertically oscillation; Changing and full charge indicators; at least 3-fan speed; With warranty				
5	3	box	BLUE SIGN PEN RETRACTABLE; V5 RT 0.5mm (Extra-Fine) Roller Ball (12pcs/box)				
6	10	ream	Bondpaper A4; at least substance 20				
7	15	pcs	200 Sheets Color Transparent Fluorescent Sticky Note Flags Tabs; 18.75x75mm				
8	10	pcs	50 Sheets Colored and Whiteable Index Tabs Sticky Notes; Size: 5x9 cm				
9	3	pcs	Mechanical Pencil; H-325 0.5 Pencil; durable; Color Black or Clear				
10	10	pcs	Lead Refill; 0.5 HB				
11	12	box	Facial Tissue Largebox ; at least 2Ply 250 Pulls				
12	7	pack	Correction Tape CT-04 5mmx6m; 3pcs in 1 pack				
13	10	packs	WIPES (100% natural WITH ALOE VERA and Vitamin E; Paraben-free, Alcohol-free, and Chlorine-free; at least 80 sheets); with at least 2 years expiry date				
14	6	bottle	Authentic Young Living Pure Essential Oil 15ml(2pcs Peppermint, 2pcs Lemon, 2pcs Lavander) for YL Diffuser				
15	1	unit	Extension Cord Set with Individual Switch 6-Gang; Surge (lightning) protection; Built in safety breaker; Flame retardant; at least 93% Copper; All Universal socket; at least 1.83 meters cord length.				
16	2	pcs	Adapter (1 Universal Socket Adapter and 1 4-Gang Adapter with Swing Type Plug 10A); Insides are made of copper; durable and highly conductive; Maintain their grip on the plugs even after thousands of use				
17	1	piece	Magnetic Labeling Tape ; at least 10meters Length; at least 25mm width				

18	1	unit	Scissors (Stainless); heavy duty; at least 8 inches
19	1	unit	USB-C 6-in-1 Multimedia Hub; original & with brand warranty; compatible for Mac OS; LAN port, USB-C Power Delivery, SD Card Reader, 2 USB-A Port, HDMI port
20	1	unit	Calculator, 14-Digit Calculator; Extra Large Display; Function Command Signs, 3-Digit Comma Markers, Solar & Battery Power Source, Gray/Black; Metal Faceplate; Size at least 176 x 109 x 21 mm
21	1	unit	Wireless headphones with USB-C Charging Cable and Carrying Case; at IP55 water resistant; Bluetooth 5.3, atleast 12 playtime; Pro Open-Ear 10thGen Bone Conduction Headphones; black; standard size; Dual Noise-Canceling Microphone; with mobile app in App Store; Premium type; with at least 2 years warranty card
22	1	unit	Digital Wall Clocks LED; Large Display; Wall-mounted Multi-functional with Temperature, Date, Calendar; at least 10inches; dual power supply (battery and usb plug in); durable
23	1	pc	Ethyl Alcohol Spray at least 330ml; 70% Ethyl; with mild fragrance
24	4	pc	Authentic DCP-T720DW Ink- Black
25	3	pc	Authentic DCP-T720DW Ink-Blue
26	3	pc	Authentic DCP-T720DW Ink-Red
27	2	pc	Authentic DCP-T720DW Ink- Yellow
28	2	pack	L Folder Clear Transparent Plastice (100pcs/pack)
29	5	pc	Expandable Clipboard Long With Cover (Black; Plastic; Durable; 2 metal clips- side and upper clips)
30	1	pc	HANDHELD CUTTER; Small; Stainless Case; 9x80mm
31	2	tube	Cutter Blade/Spare Blade Refill (Small); at least 10 pcs per tube
32	2	pc	Tread 7011 Refill Ink for Stamp Pads (Black); original; at least 28ml
33	3	pc	Energy-Saving Screw-In Bulb E27 Screw Cap 18W; White
34	1	unit	Automatic Drinking Water Pump Portable USB Wireless Electric; Rechargeable; 1200 mAh lithium battery; can pump about 8-10 barrels of water continuously; with charging cable
35	1	unit	Glasstop Dual Motor Smart Standing Desk with drawer; table top; at least 120x60cm; at least 100kg capacity with anti-collision; Height range at 71.5-121.5cm; at least 30mm/s adjustment speed; at least 3 USB charging ports at least 1 USB C; bluetooth controllability; with wireless charging dock; at least 2
36	1	unit	Durable Folding Chair lifetime; Color black; Steel frame; Made of UV-Protected High-Density Polyethylene (HDPE); with local supplier warranty
37	2	pack	Adhesive Wall Hook Reusable Non-Slip Non-marking Heavy Duty (10pcs/pack)
38	2	unit	Organizer Rack Kitchen Pull Out with Sliding Organizers Shelves; black gray; made of carbon steel 2 layers; at least 45cm x 35.5cm x 26 cm; Color white
39	3	pc	Tape Transparent; 1inch; at least 100m
40	5	pc	3x3 400 Sheets Sticky Notes Pad
41	5	ream	Bondpaper Long; at least substance 20

104,344.78

42	3	pack	Rechargeable BATTERY; AAA, original; (same brand with the charger); 4pcs per pack; at least 800mAh; Up to 5 years Battery Life; Charges up to 1000 cycles			
43	3	pack	Rechargeable BATTERY; AA, original; (same brand with the charger); 4pcs per pack; at least 2000mAh; Up to 5 years Battery Life; Charges up to 1000 cycles			
44	1	pc	Smart Battery Charger AA Ni-Mh With 4 Slots (same brand with the battery); LCD Display showing charging process; Built-in intelligent MCU control intelligent power-off function; With overcharge and high temperature protection function; With AC power cord			
45	1	pc	Single Hole Puncher 3MM; Stainless Steel; Heavy duty			
46	1	get	70% Ethyl Alcohol; 4 Gallon; with mild fragrance			

PURPOSE : Office supplies to be used by the IAU in daily operations
for CY 2025

PR. NO. : 2025-02-10-CEV


ZENaida O. APPANG
CANVASSER

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

(SIGNATURE OVER PRINTED NAME)
SUPPLIER

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)993-0652

