

REQUEST FOR QUOTATION

Shipping

RFQ NO. 2025-03-13-356
DATE: 17-Mar-2025

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

IAU-2025-03-13-0356
POSTED
GEP'S REF No.: _____
DATE: *17/03/2025*
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 *March 24, 2025 @ 5pm.*

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** : **2025-03-13-356**
- 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 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





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

ANNEX A: RFQ
RFQ NO. :
DATE :
2025-02-10-56
2025-02-11

Shopping

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	1	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; Charging 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 Writeable 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 5mmx6cm; 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	Adaptor (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				
				117,797.75			

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	pc	Office Chair; Material: Mesh back with chrome starbase and PVC armrest; Color: Black/Gray; Pneumatic Gaslift; Semi tilting backrest; 360 degree swivel; Dimension L 23.62 x W 18.9 x H 36.8 (not exceeding W21)			

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

PR. NO. : 2025-03-13-356

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

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER


ZENaida C. APPANG
 CANTASSER

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 Website: <http://www.dswd.gov.ph/fo9@dswd.gov.ph> Tel Nos.: (062) 991-8030/991-8056 Telefax: (082)993-0652

