



PHILGEPIS NO.: _____
PHILGEPIS EXPIRY: _____
Supplier
(signature over printed name)

Please email your accomplished request for quotation and annex A at bac.dswdfo9@gmail.com

- PR NUMBER** : 2025-2-18-203
- PURPOSE** : FOR THE USE OF RPMAO PANTAWID OPERATION CY 2025
- Terms and Conditions:**
- Award shall be made on per Item Basis Lot Basis
 - Quotation validity 20 CALENDAR DAYS FROM BID OPENING
 - Goods shall be delivered on WITH IN DELIVERY SCHEDULED UPON RECEIPT OF P.O.
 - Delivery Area DSWD FIELD OFFICE IX ZAMBOANGA CITY
 - Terms of payment W/ IN 60 CALENDAR DAYS AFTER DELIVERY
 - Liquidated Damages/Penalty 1/10 of 1% of undelivered portion x No. of days of delay
 - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
 - Warranty N/A
 - Performance Security N/A

Very truly yours,

ROLANDO V. CUEVA
Regional Procurement Officer

~~24 MAR 2025 @ 02:00 pm~~

Please submit this form together with Annex A to DSWD FO IX BAC OFFICE on or before

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 quote your government price/s including delivery charges, VAT or other 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, catalogs, literatures and/or samples, if applicable.

POSTED
SEPS REF. NO.: 118978UD
DATE: 02/19/2025
SIGNATURE: _____
DATE: _____

PHMTRWID-2025-03-18-0203

Sir/Madam:
COMPANY NAME
COMPANY ADDRESS
CONTACT PERSON
CONTACT NO.
COMPANY TIN

RFQ NO. 2025-03-18-144
DATE: 3/18/25

Section 52.1b - Shopping

REQUEST FOR QUOTATION

ADMINISTRATIVE DIVISION
 PROCUREMENT MANAGEMENT SECTION
 DSWD-GF-002 | REV 02 | 17 AUG 2022

Section 52.1b - Shopping

ANNEX A: RFQ
 RFQ NO. :
 DATE :



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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
1	10	BOX	SIGN PEN 0.5 BALL GEL TYPE (RED) 12'S (GOOD QUALITY)				
2	50	BOX	SIGN PEN 0.5 BALL GEL TYPE (BLUE) 12'S (GOOD QUALITY)				
3	100	PACK	POST IT - SIGN HERE TAPE 50'S 1X1.71				
4	5	BOX	EXPANDED FOLDER LONG (YELLOW) 100'S				
5	5	BOX	EXPANDED ENVELOPE LONG WITH GARTER (BLUE) 100'S				
6	1	BOX	EXPANDED ENVELOPE LONG WITH GARTER (BROWN) 100'S				
7	5	BOX	EXPANDED ENVELOPE LONG WITH GARTER (YELLOW) 100'S				
8	10	BOX	BINDER CLIP 2INCH - 1 DOZEN				
9	10	BOX	PENCIL WITH ERASER - 12 DOZENS PER BOX				
10	8	BOX	BALLPEN BALL POINT STICK 25'S- BLUE (GOOD QUALITY)				
11	8	BOX	BALL PEN POINT STICK 25'S BLACK (GOOD QUALITY)				
12	30	PIECE	STAPLER W/ REMOVER NO.35 HEAVY DUTY				
13	60	BOX	STAPLE WIRE #35				
14	10	BOX	BINDER CLIP 1 & 5/8 INCHES				
15	15	ROLL	PACKING TAPE TAN 48MM X 100M				
16	20	ROLL	PACKING TAPE CLEAR 48MM X 100M				
17	50	ROLL	DOUBLE SIDED TAPE 24MM X 10M				
18	15	ROLL	MASKING TAPE WHITE 38MM X 22M				
19	20	ROLL	MASKING TAPE WHITE 24MM X 9M				
20	70	ROLL	SCOTCH/ADHESIVE TAPE 24MM X 45M				
21	50	PIECE	CARTOLINA (VIOLET)				
22	50	PIECE	CARTOLINA (ORANGE)				
23	10	BOX	BINDER CLIP 1 & 1/4 INCHES				
24	300	PIECE	CORRECTION TAPE (BM X 5MM)				
25	15	BOX	PERMANENT MARKER- BROAD, BLACK 12'S				

594,455

26	15	BOX	PERMANENT MARKER - BULLET TYPE, BLACK 12'S						
27	150	REAM	SPECIAL PAPER 90 GSM -A4/COLOR PALE CREAM 500'S						
28	35	BXS	PAPER CLIP, VINYL/PLASTIC COATED, 38MM 100'S						
29	35	BXS	PAPER CLIP, VINYL/PLASTIC COATED 50mm 100'S						
30	20	PCS	SCISSORS MEDIUM SIZE SYMMETRICAL HD						
31	50	BXS	DIFLOMA HOLDER A4 ASSORTED COLOR 50'S						
32	10	PK	HIGHLIGHTER ASSORTED COLOR 5'S						
33	40	PK	PHOTO PAPER LONG 216mm X 330mm X 210gsm @ 20's						
34	80	PK	PHOTO PAPER A4 210mm X 297mm X 180gsm @ 20's				594,425.00		
35	10	PCS	STAPLER REMOVER PLIER TYPE HEAVY DUTY						
36	10	BXS	BINDERCLIP 3/4 INCHES						
37	250	ROLLS	MANILA PAPER						
38	20	JAR	WHITE MULTIPURPOSE GLUE 250 GRAMS						
39	5	BXS	BINDER CLIP 51mm X 12" WIDTH @12'SBX						
40	5	BXS	BINDER CLIP 41mm X 12" WIDTH @12'SBX						
41	200	PCS	NOTEBOOK 14.5 X 21 CM @ 80 LV'S						
42	25	PK	CARBON PAPERS BLACK LONG @ 100'S						
43	20	PK	SPECIAL PAPER 90 GSM-A4/COLOR BEIGE 10'S						
44	5	PK	RUBBERBOND \$50G THICK FLAT AND ROUND						
45	20	PCS	STAINLESS RETRACTABLE BOX CUTTER LOCKABLE LARGE						
46	5	PCS	BOX CUTTER BLADE LARGE 10'S						
47	10	PCS	PUNCHER TWO HOLES HEAVY DUTY						
48	25	BXS	PAPER FASTENERS PLASTIC COATED 50'S 70cm						
49	15	BXS	PAPER FASTENERS PLASTIC COATED 50'S 70cm LONG 6 1/2						
50	3	PCS	PLASTIC COMB BINDINGS UNCLUT SIZE 1.2METERS 6MM						
51	4	PCS	PLASTIC COMB BINDINGS UNCLUT SIZE 1.2METERS 6MM						
52	4	PCS	PLASTIC COMB BINDING RING UNCLUT SIZE 1.2M 10MM						
53	44	PCS	PLASTIC COMB BINDING RING UNCLUT SIZE 1.2M 12MM						
54	5	BXS	WHITE BOARD MARKER BLACK @ 12'S/BX						
55	30	PK	METACARDS @100'S/PADS ASSORTE COLOR						
56	30	PCS	HI TECHPOINT SIGN PEN						
57	2	BXS	WHITE MAILING ENVELOPE @ 500'S						
58	3	BXS	STAPLE WIRE NO.10 @ 10'S/BX						

59	1	BXS	EXPANDED FOLDER A4 YELLOW @ 100'S/BX		
60	10	BXS	SIGN PEN 0.5 BALL GE LTYPE GREEN @ 12'S/BX		
61	10	BXS	SIGN PEN 0.5 BALL GE LTYPE PURPLE @ 12'S/BX		
62	1	BXS	SIGN PEN 0.5 BALL GE LTYPE VIOLET @ 12'S/BX	594,425	
63	1	BXS	EXPANDED FOLDER LONG ORANGE @ 100'S/BX		
64	3	BXS	EXPANDED ENVELOPE LONG BROWN @ 100'S XXXXXXXXXXXXXXXXXXXXXXXXXXXX		

PURPOSE : FOR THE USE OF RPAC PANTAWID STAFF 1ST AND 2ND QTR. CY 2025
 PR. NO. : 2025-2-18-109

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

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER


 JUN GLOVA

DSWD Field Office IX, General Velez 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