

REQUEST FOR QUOTATION

Section 52.1b - Shopping

RFQ NO. RFQ-2025-02-25-81
DATE: 25-Feb-2025

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

SOCPEN-2025-02-24-0154
POSTED
GEP'S REF No.: 11009350
DATE: FEB. 25. 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 **03 MAR 2025**
@ 05:00 pm

Very truly yours,

[Signature]

ROLANDO V. CUEVA
Regional Procurement Officer

Terms and Conditions:

- PURPOSE** : OFFICE SUPPLIES FOR SOCPEN STAFF AND FOR PAYOUT
- PR NUMBER** : PR-2025-02-24-156
- 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 : **10 days upon receive of P.O**
- 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. :
 DATE :
 REO:2025-02-25-81
 2025-02-25

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
400		REAMS	Bond paper, Good quality, Multicopy, 80gsm, size: 210mm x 297mm (A4)				
500		REAMS	Bond paper, Good quality, Multicopy, 80gsm, size: 216mm x 330mm (legal)				
200		PCS	Storage box, High impact resistant, storage and organizing box, 120L, Gray				
150		BOX	Staple wire, standards size, heavy duty #35				
80		BOX	Expanding Envelope, Kraftboard, legal size doc, color brown with garter locked, 100 pieces per box		784,000.00		
300		PCS	Stamping pad with ink, felt, violet color; bed dimension: #4 size: 80 mm x 60 mm				
100		BOX	Ball pen, 0.5 mm, Ball point, click type, Black (12/pcs/box)				
100		BOX	Ball pen, 0.5 mm, Ball point, click type, Blue (12/pcs box)				
150		PCS	Storage box, High impact resistant, storage and organizing box, 95L, color white/gray				
			XX				

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 PR. NO. : PR-2025-02-24-156

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

(SIGNATURE OVER PRINTED NAME)
 SUPPLIER



Marc Henry M. Tahon
 CANVASSER

DSWD Field Office IX, General Vicente Alvarez Street, Zamboanga City, Philippines 7000
 Website: <http://www.dswd.gov.ph> Tel Nos: (062) 991-8030/991-4056 Telefax: (062)993-0652

