

**REQUEST FOR QUOTATION****Section 52.1b - Shopping**RFQ NO. **2025-4-10-144**DATE: **2025-4-10-**

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

Sir/Madam:



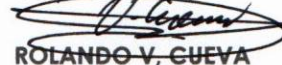
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate **TECHNICAL SPECIFICATIONS** could be basis for non-compliance. Also, furnish us with the descriptive brochures, catalogues, 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

**05:00 PM****21 APR 2025 @**

Very truly yours,

**ROLANDO V. GUEVA**

Regional Procurement Officer

**Terms and Conditions:**

**PURPOSE** : **FOR THE USE OF RPMO PANTAWID OPERATION CY 2025**

**PR NUMBER** : **2025/3/3/203**

1. Award shall be made on per : ☐ Item Basis ☒ Lot Basis

2. Quotation validity : **20 CALENDAR DAYS FROM BID OPENING**

3. Goods shall be delivered on : **WITH IN DELIVERY SCHEDULED UPON RECEIPT OF .P.O.**

4. Delivery Area : **DSWD FIELD OFFICE IX ZAMBOANGA CITY**

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**

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

(signature over printed name)

Supplier

PHILGEPS NO.: \_\_\_\_\_

PHILGEPS EXPIRY: \_\_\_\_\_



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

Section 52.1b - Shopping

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

ANNEX A: RFQ  
RFQ NO. : 2025-4-10-144  
DATE : 4/10/2025

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)	594,45			
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	40	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 36MM 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 (8M X 5MM)				
25	15	BOX	PERMANENT MARKER- BROAD, BLACK 12'S				

26	15	BOX	PERMANENT MARKER - BULLET TYPE, BLACK 12'S	594,425.00		
27	150	REAM	SPECIAL PAPER 90 GSM - A4/COLOR PALE CREAM 500'S			
28	35	BXS	PAPER CLIP, VINYL/PLASTIC COATED, 33MM 100'S			
29	35	BXS	PAPER CLIP, VINYL/PLASTIC COATED 50mm 100'S			
30	20	PCS	SCISSORS MEDIUM SIZE SYMETRICAL HD			
31	50	BXS	DIPLOMA HOLDER A4 ASSORTED COLOR 50'S			
32	10	PCK	HIGHLIGHTER ASSORTED COLOR 5'S			
33	40	PCK	PHOTO PAPER LONG 216mm X 330mm X 210gsm @ 20's			
34	80	PCK	PHOTO PAPER A4 210mm X 297mm X 180gsm @ 20's			
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 LVS			
42	25	PCK	CARBON PAPERS BLACK LONG @ 100'S			
43	20	PCK	SPECIAL PAPER 90 GSM- A4/COLOR BEIGE 10'S			
44	5	PCK	RUBBERBOND 350G 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 @ 1/2			
50	3	PCS	PLASTIC COMB BINDINGRINGS UNCUT SIZE 1.2METERS 6MM			
51	4	PCS	PLASTIC COMB BINDINGRINGS UNCUT SIZE 1.2METERS 8MM			
52	4	PCS	PLASTIC COMB BINDING RING UNCUT SIZE 1.2M 10MM			
53	4	PCS	PLASTIC COMB BINDING RING UNCUT SIZE 1.2M 12MM			
54	5	BXS	WHITE BOARD MARKER BLACK @ 12'S/BX			
55	30	PCK	METACARDS @100'S/PADS ASSORTE COLOR			
56	30	PCS	PILOT BXGPN VIO HI TECHPOINT V GRIPO SIGN PEN BLACK			
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			
63	1	BXS	EXPANDED FOLDER LONG ORANGE @ 100'S/BX			
64	3	BXS	ENVELOPE LONG BROWN @ 100'S			
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PURPOSE : FOR THE USE OF RPMO PANTAWID OPERATION CY 2025

PR. NO. : 2025/3/3/203

DOCUMENT/S REQUIRED DURING RFQ OPENING:

1. Mayor's Permit
2. Philgeps Registration Number

  
JIN GLOVA

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER

DSWD Field Office IX , General Vito Cruz Street, Zamboanga City, Philippines 7000  
Website: <http://www.dswd.gov.ph/fo9@dswd> Tel Nos.:(062) 991-6030/991-6056 Telefax: (062)993-0652