



**REQUEST FOR QUOTATION
 SHOPPING**

RFQ No. : DSWD7-2022-0912
 Date : May 23, 2022

Company Name : _____
 Company Address : _____
 Contact Person : _____
 Contact No. : _____
 PhilGEPS Registration No.: _____

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 information could be the basis for non-compliance. Also, kindly furnish us with 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/s a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid Mayor's Permit & Philgeps Registration Number upon submission of quotation/s.

Please accomplish and submit this form together with Annex A and Bank Information to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 17126 or e-mail to kc.af7.procurement@gmail.com on or before May 30, 2022 at 11:00 am.

Very truly yours,

ROSARIO P. BACONG

AO V/Head, Procurement Management Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered within 30 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of delivery and receipt of Billing Statement / Sales Invoice.**
6. Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
7. In case of discrepancy between total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
8. Warranty Period, if applicable: _____

EDLYN S. CANGQUE

Canvasser

I am interested to quote and agree to the terms and conditions.

 (Signature over Printed Name of Supplier /
 Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

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Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	200	box	Binder Clip, 1 5/8", 12pcs/box				
2	3000	piece	Correction Tape, 5mm x 8 meters				
3	2,100	box	Fastener, metal, not sharp edges, 50 sets, 2"thick				
4	200	bottle	Multi-Purpose Glue, 130g min				
5	100	box	Permanent Marker, Black, Broad Tip, 12pcs/box				
6	200	piece	Record Book, 300 pages, 214mm x 278mm				
7	500	box	Staple wire, standard, no.35				
8	200	piece	Tape, Packaging, 48mm, 50 meters length				
9	200	piece	Tape, Masking, 48mm, 50 meters length				
10	40	box	Pencil, No. 2, 12pcs/box				
11	100	piece	Puncher, Heavy Duty, 2 hole guide				

Approved Budget for the Contract: **Php 593,000.00**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

End User: **KC-KKB**

Purpose : **Office supplies to be used for KC-KKB**

Note: Procurement procedure in accordance with DSWD-Memorandum Circular No. 2, Series of 2007.

EDLYN S. CANGQUE
Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name