



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII
Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION SHOPPING

RFQ No. : DSWD7-2022-1363 ✓

Date : August 17, 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 **August 22, 2022 at 11:00 am**.


Very truly yours,


ROSARIO P. BACONG

AO VI/Head, Procurement Management Section

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Quotation validity shall be not less than **60 calendar days**.
- Good/s or Services shall be delivered within 30 days calendar from receipt and conformity of Purchase Order.
- Place of Delivery: **DSWD Field Office VII, Cebu City**
- Terms of Payment: **within 30 calendar days from the completion of delivery and receipt of Billing Statement / Sales Invoice.**
- Liquidated Damages/Penalty: **One-tenth of one percent for everyday of delay shall be imposed.**
- 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.
- 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)



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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	1,500	piece	Correction Tape, 5mm x 8 meters				
2	2	pack	Expanding Folder, Legal Size, Orange, 100pcs/pack				
3	2	pack	Expanding Folder, Legal Size, Red, 100pcs/pack				
4	1	pack	Laminating Film, A4, 125 microns, 100pcs/pack				
5	27	pack	Photo paper, glossy, A4, 20 sheets per pack				
6	500	piece	Retractable ID Holder, Assorted Color				
7	1,295	piece	Steno Notebook, 40 leaves, spiral				
8	500	piece	Ballpen, 0.5mm tip, black				
9	500	roll	Masking, 24mm, 50 meters length				
10	500	piece	Horizontal ID Badge with garterized lanyard, hard transparent plastic				
11	200	box	Permanent Marker, Broad, Black, 12pcs/box				
Approved Budget for the Contract: Php 317,760.00				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 Kalahi ACT & RPMO							

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