



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. : **DSWD7-2024-0586**

Date : **June 6, 2024**

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 a duly notarized certification to this effect.

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


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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **June 10, 2024 at 5:00PM.**

Very truly yours,


ENGR. EMMANUEL M. EDLES
 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 FO VII, Corner M.J. Cuenco Avenue and Gen. Maxilom Ext., Carreta, Cebu City**
5. Terms of Payment: **within 30 days from the receipt of billing statement.**
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: _____


BONAPARTE D. CASEÑAS II
 Canvasser

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

 (Signature over Printed Name of Supplier / Service
 Provider / Authorized Representative)



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

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

RFQ No. **DSWD7-2024-0586**Date: **June 6, 2024**

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
Supply and Delivery of Office Supplies							
1	30	bottle	Glue, all purpose, 130 grams min, with nozzle				
2	25	box	Staple Wire, No. 35, standard size				
3	30	roll	Tape, masking, 24mm				
4	100	roll	Tape, masking, 48mm				
5	50	roll	Tape, Packaging, 50mm (100m x 50mm)				
6	30	roll	Tape, Transparent, 24mm				
7	50	roll	Tape, Transparent, 48mm				
8	10	piece	Cutter Knife, Heavy Duty, Big				
9	10	piece	Calculator, Desk, ADX-12V Two Way power - 12 digits				
10	10	box	Binder Clips, Backfold, 3/4" or 19mm, 12 piece./box				
11	10	box	Binder Clips, Backfold, 1" or 25mm, 12 piece./box				
12	10	box	Binder Clips, Backfold, 2" or 51mm, 12 piece./box				
13	10	box	Binder Clips, Backfold, 1.25" or 32mm, 12 piece./box				
14	50	piece	Correction Tape, 8m				
15	20	piece	Data File Box, Storage/Data File Box with Cover, Large size, 11"x15.5"x10.75"				
16	4	piece	Dating and Stamping, Handheld, 8 Digits, Manual Type				
17	5	box	Envelope, Expanding with Garter, 100/Box				
18	2	box	Envelope, Mailing Type, Legal size, Ordinary, 500 pcs./box				
19	40	box	Fastener, plastic, 8cm min., 50 sets per box				
20	15	pack	Folder, pressboard, Legal Size, white, 100 pcs per pack				
21	10	box	Marker, broad/chisel type, permanent, black, 12 pcs per box				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
22	5	box	Marker, whiteboard, broad/chisel type, black, 12 pcs per box				
23	20	box	Paper clip, Vinyl, Coated Big, 100 piece/box, 50mm				
24	20	box	Paper clip, Vinyl, Coated, 100 piece/box, 33mm				
25	20	box	Pencil, Lead No.2, with eraser, one (1) dozen per box				
26	2	piece	Pencil Sharpener, 4.5" / Stainless Steel with Metal body. Mechanical manual pencil sharpener can be fixed on table				
27	3	piece	Puncher, with 2-Hole, Heavy Duty				
28	2	box	Rubber band, No.18, 350g				
29	2	piece	Stamp pad, Felt pad, min 60mm x 100mm				
30	10	pair	Scissors, 9", Scissors, symmetrical, stainless steel blade, plastic, handle				
31	10	piece	Stapler, Standard, Heavy duty, with Remover, #35				
32	2	piece	Tape Dispenser, table Top, for 24mm x 50mm tape, Heavy duty				
33	30	pad	Note Pad, stick on, 3"x 4", 100 sheets per pad				
34	30	pad	Note Pad, stick on, 3" x 3", 100 sheets per pad				
35	300	ream	Paper, Multicopy, A4, 70 gsm				
36	100	ream	Paper, Mulyicopy, Legal, 70gsm				
37	10	piece	Ruler, plastic, 450mm				
38	500	piece	Sign pen, black, liquid or gel, tip .40mm				
39	500	piece	Sign pen, b;ue, liquid or gel, tip .40mm				
40	10	bottle	Ink, for stamp pad				
42	30	pack	Tissue paper, 2-ply, 400 sheets, 12 rolls in a pack				
43	50	pack	Photo Paper, A4 sizem 20 pcs/pack				
44	50	pack	Sticker Paper, A4, 100 sheets/pack, glossy white				
Total:							
Approved Budget for the Contract: Php 171,005.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: DRMD							
PURPOSE: Provision of office supplies for DRMD used.							

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

Bonaparte DCU
BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
 Over Printed Name