



**REQUEST FOR QUOTATION
 SHOPPING**

RFQ No. : DSWD7-2024-0842
 Date : June 20, 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 supplier/s are required to submit true copies of their **valid Mayor's Permit, and 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 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **June 24, 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 P.O.**
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: _____


CHARAL ALBERT J. TORREFIEL
 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. DSWD7-2024-0842
 Date: June 20, 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	1,000	PIECE	SIGN PEN, TIP .03MM, BLUE				
2	500	PIECE	SIGN PEN, TIP .07MM, BLUE				
3	50	PIECE	SIGN PEN, TIP .050MM, GREEN				
4	500	PIECE	BALLPEN, FINE POINT, BLUE				
5	100	JAR	GLUE, 240G				
6	200	BOX	STAPLE WIRE #35, STANDARD SIZE, 26/6				
7	1,000	PIECE	CORRECTION TAPE, 6MTRS				
8	2	PIECE	DATER STAMP, SMALL (MONTH, DAY, YEAR)				
9	200	BOX	FASTENER METAL, 70MM BETWEEN PRONGS 50 SETS PER BOX				
10	50	ROLL	MASKING, 48MM, 50 METERS LENGTH				
11	50	ROLL	PACKAGING, 48MM, 50 METERS LENGTH				
12	50	ROLL	TRANSPARENT, 24MM, 50 METERS				
13	3	ROLL	EXPANDING, KRAFT BOARD, LEGAL, 100 PIECE PER BOX				
14	3	PACK	FOLDER, LEGAL, WHITE				
15	100	BOX	PERMANENT, BROAD/CHISEL TYPE, BLUE				
16	100	PIECE	WHITEBOARD, BROAD/CHISEL TYPE, BLUE				
17	30	PIECE	BOARD ERASER, FELT, FOR WHITEBOARD				
18	12	BOX	PAPER CLIP, GE TYPE, 32MM, 100 PIECE./BOX				
19	100	PAD	NOTEPAD STICK-ON, (3"X4"), 100 SHEETS PER PAD				
20	1,000	PIECE	NOTEBOOK, STENOGRAPHERS' SPIRAL, 20 LEAVES				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
21	1,000	REAM	BOND PAPER, A4 SIZE, 80GSM, 216MM X 297MM				
22	900	REAM	BOND PAPER, LEGAL SIZE, 80GSM, 216MM X 330MM				
23	50	PACK	TISSUE PAPER, 2-PLY SHEET, 150 PULLS, 12 ROLLS/PACK				
24	10	PACK	CARTOLINA, ASSORTED NEON COLORS, 20 PCS PER PACK				
25	10	BUNDLE	MANILA PAPER. 10S				
26	50	PACK	META CARDS, ASSORTED COLORS, 100PIECE/PACK				
27	3	PACK	CERTIFICATE, CREAM COLOR, A4 SIZE, 500 PIECE./PACK				
28	110	PIECE	CERTIFICATE HOLDER, GLASS FRAME, WOODEN SIDES, A4 SIZE				
29	110	PIECE	CERTIFICATE, PLASTIC, PADDED BACK, A4 SIZE				
30	500	PIECE	HORIZONTAL ID BADGE WITH GARTERIZED LANYARD, HARD TRANSPARENT PLASTIC				
Approved Budget for the Contract: Php 600,004.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: SOCIAL PENSION PROGRAM							
PURPOSE : For Social Pension Program Activities and Training Use.							

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


CHARL ALBERT J. TORREFIEL
 Canvasser

Signature of Supplier / Authorized Representative Over
 Printed Name

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