



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. : DSWD7-2024-1034
 Date : August 01, 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 **August 07, 2024 at 5:00PM.**

Very truly yours,


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


CHAR 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. DSWD7-2024-1034
Date: August 01, 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	40	box	Staple wire, standard, 5000 staples/box No.35				
2	40	roll	Tape, masking, 24mmx30m				
3	20	roll	Tape, packaging, transparent, 48mmx30m				
4	30	roll	Tape, transparent, 24mm				
5	70	piece	Correction Tape, 5mmx8m				
6	60	pad	Note Pad, Stick on, 3"x3", 100 sheets per pad, (pastel color)				
7	300	ream	Paper, Multi-purpose A4,500 sheets per ream, 70 gsm, 216mm x 297mm				
8	24	bottle	Glue, all-purpose, 130 grams min with nozzle				
9	3	box	Rubber Band, No.18, 350 gms				
10	10	bottle	Ink, for stamp pad, 50ml, blue				
11	7	pad	Stamp pad, felt pad, 60mmx100mm				
12	200	piece	Envelope, expanding kraft board, for legal size documents				
13	80	piece	Sign pen, extra fine tip, blue, 0.5mm				
14	40	piece	Sign pen, extra fine tip, black, 0.5mm				
15	12	box	Paper clip, plastic type, 33mm				
16	12	box	Paper clip, plastic Type, 48mm				
17	15	box	Fastener, plastic type, 7cm, 50sets/box				
18	5	pack	Meta cards, assorted color, 110sheets				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
19	15	box	Binder clip, 32mm, 12pcs/box				
20	15	box	Binder clip, 41mm, 12pcs/box				
21	4	box	Certificate paper, A4 size, cream color, 500pcs/box				
22	5	piece	Stapler Standard, Heavy duty, w/ remover, No. 35				
Total:							
Approved Budget for the Contract: Php 78,756.60				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User: SFP							
PURPOSE : Provision of office supplies for DSWD FO VII-SFP.							

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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