



**REQUEST FOR QUOTATION  
 SHOPPING**

RFQ No. : DSWD7-2024-1157  
 Date : September 02, 2024

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_

**Sir/Madam:**

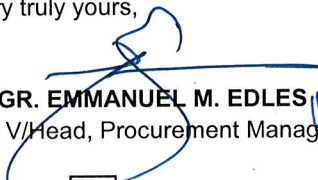
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be the basis for non-compliance. Also, kindly furnish us with descriptive brochures, catalogues, literatures 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 **September 06, 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: \_\_\_\_\_

  
**CHARL 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. DSWD7-2024-1157  
 Date: September 02, 2024

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			<b>Supply and Delivery of Office Supplies</b>				
1	900	PIECE	SIGN PEN, TIP .03MM, BLUE				
2	620	PIECE	SIGN PEN, TIP .07MM, BLUE				
3	40	PIECE	SIGN PEN, TIP .050MM, GREEN				
4	1,000	PIECE	BALLPEN, FINE POINT, BLUE				
5	165	JAR	GLUE, 240G				
6	80	BOX	STAPLE WIRE #35, STANDARD SIZE, 26/6				
7	500	PIECE	CORRECTION TAPE, 6MTRS				
8	3	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	2	ROLL	EXPANDING, KRAFT BOARD, LEGAL, 100 PIECE PER BOX				
14	2	PACK	FOLDER, LEGAL, WHITE				
15	10	BOX	PERMANENT MARKER, BROAD/CHISEL TYPE, BLUE 12PCS/BOX				
16	10	PIECE	WHITEBOARD MARKER, BROAD/CHISEL TYPE, BLUE 12PCS/BOX				
17	10	PIECE	BOARD ERASER, FELT, FOR WHITEBOARD				
18	10	BOX	PAPER CLIP, GEM TYPE, 32MM, 100 PIECE./BOX				
19	150	PAD	NOTEPAD STICK-ON, (3"X4"), 100 SHEETS PER PAD				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
20	1,000	PIECE	NOTEBOOK, STENOGRAPHERS' SPIRAL, 20 LEAVES				
21	828	REAM	BOND PAPER, A4 SIZE, 80GSM, 216MM X 297MM				
22	700	REAM	BOND PAPER, LEGAL SIZE, 80GSM, 216MM X 330MM				
23	50	PACK	TISSUE PAPER, 2-PLY SHEET, 150 PULLS, 12 ROLLS/PACK				
24	100	ROLL	BATHROOM TISSUE PAPER, JUMBO ROLL, 2-3 PLY, 100% VIRGIN WHITE PAPER, GOOD QUALITY, ABSORBENT, DURABLE, INDIVIDUALLY PACKED, 150-200 METERS				
25	5	PACK	CARTOLINA, ASSORTED NEON COLORS, 20 PCS PER PACK				
26	6	BUNDLE	MANILA PAPER. 10S				
27	25	PACK	META CARDS, ASSORTED COLORS, 100PIECE/PACK				
28	2	PACK	CERTIFICATE, CREAM COLOR, A4 SIZE, 500 PIECE./PACK				
29	100	PIECE	CERTIFICATE HOLDER, GLASS FRAME, WOODEN SIDES, A4 SIZE				
30	100	PIECE	DISPOSABLE PLASTIC CLEAR CUPS 8 oz/10 oz., 50 PCS/PACK				
31	100	PIECE	CERTIFICATE, PLASTIC, PADDED BACK, A4 SIZE				
32	400	PIECE	HORIZONTAL ID BADGE WITH GARTERIZED LANYARD, HARD TRANSPARENT PLASTIC				
<b>Total:</b>							
<b>Approved Budget for the Contract: Php 600,005.00</b>				<b>Note:</b>			
End User: <b>SOCIAL PENSION PROGRAM</b>				"Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
<b>PURPOSE :</b> 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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