



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2024-1566
 Date : November 8, 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 **November 13, 2024 at 4:00PM**.

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: **VDRC, TINGUB, MANDAUE CITY CEBU**
- 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: _____


BENJAMINE LIM
 Canvasser

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

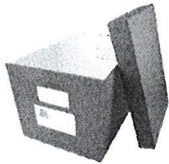
 (Signature over Printed Name of Supplier / Service Provider / Authorized Representative)



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. DSWD7-2024-1566 ✓
 Date: November 8, 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 FOR VISAYAS DISASTER RESOURCE CENTER (VDRC)				
1	10	box	Plastic Paper Fasteners Size: 6" Color: Assorted Packaging Size: 50 pcs per box ✓				
2	10	pc	DATA FILE BOX, STORAGE/DATA FILE BOX WITH COVER, LARGE SIZE, 11"x15.5"x10.75", BLUE 				
3	5	pc	DESK FILE ORGANIZER, DOCUMENT PAPER TRAY, MAGAZINE CASE, 4-LAYER ✓				
4	10	box	PAPER CLIP, GEM TYPE, 48MM, 100 PIECE./BOX ✓				
5	10	box	PAPER CLIP, GEM TYPE, 32MM, 100 PIECE./BOX ✓				
6	100	piece	Sign Pen, Black, 0.5 mm tip ✓				
7	100	piece	Sign Pen, Blue, 0.5 mm tip ✓				
8	30	roll	Packaging Tape, Transparent (3" x 50m) ✓				
9	100	piece	Correction Tape, 5mmx8m ✓				
10	1	pack	PRESSBOARD, LEGAL SIZE, 100'S/PACK ✓				
11	3	pack	Laminating Film 250 microns (A4 Size), 100 sheets/pack ✓				
12	10	piece	NUMBER STAMP (10digit) Handle height: 130 mm Imprint Width is 78mm				

13	20	bottle	STAMP INK REFILL (at least 946ML) Color: Violet					
14	60	ream	BOND PAPER, A4 SIZE, 70GSM					
			Payment: Shall be processed after delivery is completed and the required documents are submitted					
			Delivery Date: 30 days upon receipt of PO					
			Place of Delivery: VDRC in Mandaue City					
Total:								
Approved Budget for the Contract: Php 56,250.00				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.				
End User: VDRC								
PURPOSE : Office supplies for Visayas Disaster Resource Center								

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


BENJAMINE LIM
 Convasser

 Signature of Supplier / Authorized Representative
 Over Printed Name

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