

**REQUEST FOR QUOTATION  
SHOPPING**

RFQ No. : DSWD7-2021-1284

Date : November 4, 2021

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/s a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid **Mayor's Permit & 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 **November 11, 2021 at 5:00pm.**

Very truly yours,

  
**ROSARIO P. BACONG**  
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 calendar days from the receipt of Billing Statement / Sales Invoice.**
- 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: \_\_\_\_\_

  
**BRYAN C. LAGARE**  
Carvasser

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

\_\_\_\_\_  
Signature over Printed Name of Supplier /  
Authorized Representative



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office VII, Cebu City

RFQ No.: DSWD7-2021-1284Date: November 4, 2021

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact No. \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	135	piece	Folder, arch file, legal, pvc, side ring binder, 2 hole, uni-files saver				
2	1,055	piece	Ballpen, ballpoint, 0.7mm tip, blue				
3	185	piece	Signpen, 0.3mm, blue				
4	90	pad	Notepad, stick-on, 1"x3", 100 sheets/pad, neon green, blue, pink, violet				
5	100	box	Pencil, lead no. 2, w/ eraser, 12 pcs/box				
6	100	piece	Correction Tape, disposable, usable length of 8 meters, 5mm width				
7	15	piece	Tape dispenser, table top for 1" or 24mm tape				
8	100	ream	Paper, multi-purpose (copy) A4, 70 gsm				
9	100	ream	Paper, multi-purpose (copy) legal, 70 gsm				
10	45	pack	Tissue Paper, 2 ply sheet, 150 pulls, 12 roll/pack				
11	350	piece	Envelope, expanding with garter				
12	100	roll	Tape, packaging, width 48mm, ( $\pm 1$ mm), 50 meters length				
<b>Total:</b>							
Approved Budget for the Contract: <b>Php 94,785.00</b>				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User:		<b>Social Pension Program</b>					
Purpose :		<b>For the use of Social Pension Program Staff</b>					

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

  
**BRYAN C. LAGARE**  
Canvasser

\_\_\_\_\_  
Signature of Supplier / Authorize Representative  
Over Printed Name