



**REQUEST FOR QUOTATION**  
**SHOPPING**

RFQ No. : DSWD7-2020-1129  
 Date : December 2, 2020

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 & 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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **December 7, 2020 at 5:00pm.**


Very truly yours,

  
**ROSARIO P. BACONG**

AO V/ Head, Procurement Mgt. 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 calendar days** upon receipt of Purchase Order (PO).
4. Place of Delivery: **DSWD Field Office VII, Cebu City**
5. Terms of Payment: **within 30 calendar days from the receipt of Billing Statement / Sales Invoice.**
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: \_\_\_\_\_

  
**LEIF WAYNE P. YOUNG**  
 Canvasser

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**

Company Name

Company Address

Contact Person

Contact No.

PhilGEPS Registration No.:

RFQ No.: DSWD7-2020-1129

Date: December 2, 2020

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 the following office supplies:</b>				
1	15	box	BALLPEN, 0.5mm tip, Blue, 12pcs/box				
2	1,000	piece	BALLPEN, 0.6mm tip, Blue				
3	900	piece	BALLPEN, 0.7mm tip, Blue				
4	10	pack	BATTERY AA, Alkaline, 4s, blister pack				
5	38	piece	CALCULATOR, 12-digit, 2-way power				
6	4	piece	CERTIFICATE, Cream Color, A4 Size, 500pcs/pack				
7	60	piece	CERTIFICATE, Glass Frame, Wooden Sides, A4 Size				
8	1,500	piece	CERTIFICATE, Plastic, Padded Back, A4 Size				
9	50	box	CLIP, BACKFOLD, all metal, clamping: 25mm, 12pcs/box				
10	50	box	CLIP, BACKFOLD, all metal, clamping: 32mm, 12pcs/box				
11	50	box	CLIP, BACKFOLD, all metal, clamping: 50mm, 12pcs/box				
12	300	piece	CLIPBOARD, stainless, assorted colors				
13	8	piece	DATER STAMP, big, (Month-Day-Year)				
14	300	piece	DOCUMENT HOLDER, plastic lock with handle, assorted color				
15	7	box	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/box				
16	1	box	ENVELOPE, mailing, legal size, white, ordinary 70gsm, 500 pcs/box				
17	20	box	FASTENER, plastic, 70mm, 50 sets per box				
18	6	piece	FILE ORGANIZER, expanding, plastic, 12 pockets				
19	10	set	FILE TAB DIVIDER, bristol board, for A4				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
20	3	piece	FLASH DRIVE, 16 GB capacity				
21	100	bundle	FOLDER, Fancy, with slide, for legal size documents, 50pcs/bundle				
22	50	piece	FOLDER, legal, green				
23	1	pack	FOLDER, with tab, Legal, 100pcs/pack				
24	92	bottle	GLUE, All-Purpose, 130g min, with nozzle				
25	505	bottle	INK, for stamp pad, purple or violet				
26	20	set	MARKER, Fluorescent, 3 assorted colors per set				
27	20	piece	MARKER, Permanent, Broad/Chisel Type, Black				
28	20	piece	MARKER, Permanent, Broad/Chisel Type, Blue				
29	20	piece	MARKER, Permanent, Broad/Chisel Type, Red				
30	130	piece	MARKER, Permanent, Bullet Type, Black				
31	100	piece	MARKER, Permanent, Bullet Type, Blue				
32	20	piece	MARKER, Whiteboard, Broad/Chisel Type, Black				
33	20	piece	MARKER, Whiteboard, Broad/Chisel Type, Blue				
34	20	piece	MARKER, Whiteboard, Broad/Chisel Type, Red				
35	50	pad	NOTE PAD, Stick On, 26mm x 76mm (1" x 3") min, 100sheets/pad				
36	150	pad	NOTE PAD, Stick On, 76mm x 100mm (3" x 4") min, 100sheets/pad				
37	190	pad	NOTE PAD, Stick On, 76mm x 76mm (3" x 3") min, 100sheets/pad				
38	6	pack	PAPER, Multi-Purpose Board, light blue color, A4, 120gsm, 20 sheets/pack				
39	6	pack	PAPER, Multi-Purpose Board, light green color, A4, 120gsm, 20 sheets/pack				
40	6	pack	PAPER, Multi-Purpose Board, pink color, A4, 120gsm, 20 sheets/pack				
41	6	pack	PAPER, Multi-Purpose Board, yellow color, A4, 120gsm, 20 sheets/pack				
42	200	ream	PAPER, Multicopy, A4, 80 gsm				
43	100	ream	PAPER, Multi-Purpose, A4, 70 gsm				
44	120	ream	PAPER, Multi-Purpose, Legal, 70 gsm				
45	15	box	PENCIL, lead w/ eraser, wood cased, hardness: HB, 12pcs/box				
46	10	pack	PHOTO PAPER, sticker type, matte, 100 pcs/pack				
47	45	piece	PUNCHER, paper, heavy-duty, with two hole guide				
48	2	ream	PVC BINDER COVER, 100's/ream, Size: 210mm x 297mm				
49	3	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
50	4	box	RUBBER BAND, No. 18, Net Weight: 350 grams(min) Lay Flat Length: 70mm(min)				
51	10	piece	RULER, plastic, 450mm (18"), width: 38mm min				
52	10	pair	SCISSORS, 6" min. over-all length, plastic handle				
53	450	piece	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip				
54	1,280	piece	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip				
55	20	piece	SIGN PEN, Green, liquid/gel ink, 0.5mm needle tip				
56	30	piece	SIGN PEN, Red, liquid/gel ink, 0.5mm needle tip				
57	500	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm min				
58	8	piece	STAMP, 6-digit Automatic Numbering Machine Stamp, with ink and extra felt; 7 Movements to Number: Consecutive, Duplicate, Triplicate				
59	15	piece	STAPLE REMOVER, plier type				
60	43	piece	STAPLER with remover #35, standard, heavy-duty				
61	5	piece	STICKER PAPER, A4, glossy white, 100 sheets/pack,				
62	8	piece	TAPE DISPENSER, table top, for 24mm width tape				
63	126	roll	TAPE, PACKAGING, width: 48mm (±1mm), 50 meters length/roll				
64	165	roll	TAPE, TRANSPARENT, width: 24mm (±1mm), 50 meters length/roll				
65	60	roll	TAPE, TRANSPARENT, width: 48mm (±1mm), 50 meters length/roll				
			<b>TOTAL</b>				

Approved Budget for the Contract: **Php 454,309.14**

Charge to: Various Fund Sources (SFP, Social Pension, DRMD, NHTS, SLP & Pantawid)

End User: **AD-PMS, HRMDD, SFP, Social Pension, DRMD, NHTS, SLP & Pantawid**

Purpose : **Office supplies of various DSWD FO VII divisions, sections and programs/projects**

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

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

  
**LEIF WAYNE P. YOUNG**  
 Canvasser

Signature of Supplier / Authorized Representative  
Over Printed Name