



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2020-1524
 Date : December 22, 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** 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; 232-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **December 28, 2020 at 12:00 noon.**


Very truly yours,

ROSARIO P. BACONG

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** upon receipt and conformity of Purchase Order.
4. Place of Delivery: **DSWD Field Office VII**
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 YOUNG
 Canvasser

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

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


DSWD DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Department of Social Welfare and Development
Field Office VII, Cebu City

Company Name _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____

RFQ No.: DSWD7-2020-1524
 Date: December 22, 2020

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	400	box	Fastener, Plastic, 2 inch capacity, 2.75 inch base				
2	400	box	Paper Clip, Gem type, 48mm, 100 pcs./box				
3	100	piece	Filing Tray, Barbed Wire, 2 Layer				
4	500	bottle	Stamp Pad Ink, Violet, 50ml				
5	300	piece	Puncher, with 2-hole, Heavy duty				
6	500	roll	Tape, Packaging, 48mm or 2", 50m length				
7	500	piece	Calculator, Electronic, Compact, 12 digits cap				
8	500	pack	Battery, Alkaline, size AAA, 6pcs./blister				
9	500	pack	Battery, Alkaline, size AA, 4pcs./blister				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
10	100	box	Envelope, Documentary, Legal Size, 500 pcs./box				
11	100	box	Envelope, Expanding, Kraftboard, for Legal size documents, 100 pcs./box				
12	50	piece	Cutter Knife, High carbon stainless steel, ABS plastic handle, POM plastic auto lock				
13	50	box	Envelope, Mailing Type, Legal Size, Ordinary, 500 pcs./box				
14	50	pack	Folder, Pressboard, Expanding, Legal Size, 100 pcs./pack, Light Green				
15	250	unit	Mouse, wired, USB Connectivity, optical tracking, 800 dpi resolution, cable: 5-ft 9in (180cm)				
16	50	unit	External Hard Drive, 1 TB				
Approved Budget for the Contract: Php 721,314.00							
Charge to: Pantawid and KC Funds							
End User: Admin - PAMS							
Purpose : Office supplies for use of Field Office VII							
				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			

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

Signature of Supplier / Service Provider /
Authorized Representative Over-Printed Name


LEIF WAYNE YOUNG
Canvasser