



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Field Office VII
 Corner M.J. Cuenco and Gen. Maxilom Ave., Cebu City

REQUEST FOR QUOTATION SHOPPING

RFQ No. : DSWD7-2022-1315

Date : August 12, 2022

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** and **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 **August 16, 2022 at 5:00PM**.

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 calendar from receipt and conformity of Purchase Order.**
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: _____


BONAPARTE D. CASEÑAS II
 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 _____

RFQ No.: **DSWD7-2022-1315**

Company Address _____

Date: **August 12, 2022**

Contact Person _____

Contact No. _____

PhilGEPS Registration No.: _____

TIN: _____

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 the following Office Supplies and Equipment:							
Lot 1: Covid-19 Response Items							
1	137	bottle	Alcohol, ethyl, at least 68%, 500ml				
2	4	gallon	Alcohol, ethyl at least 68%, at least 3.785 liters				
3	7	can	Disinfectant Spray, aerosol, at least 400g				
4	6	gallon	Liquid Hand Soap, anti-bacterial, 1 gallon				
5	90	pack	Toilet Tissue paper, 2-ply, 150 pulls, 100% recycled, 12 rolls per pack				
6	8	pack	Toilet Tissue paper, interfolded paper towel 1-ply, 150 pulls				
Approved Budget for the Contract: Php23,966.00							
TOTAL QUOTATION (Lot 1)							
Lot 2: Electrical Supplies & Equipment							
1	12	pack	Battery, dry cell, AA, 2 pcs. per blister/pack				
2	1	set	Extension Cord Set, heavy duty, with universal outlet, 6 gang, 6 meters				
Approved Budget for the Contract: Php2,480.00							
TOTAL QUOTATION (Lot 2)							
Lot 3: Janitorial Supplies							
1	100	piece	Broom, soft, tambo				
2	50	piece	Broom, stick, ting-ting				
3	36	bottle	Cleaner, Toilet and Urinal, 900ml - 1,000ml				
4	12	can	Cleanser, Scouring Powder, at least 350g				
5	12	piece	Detergent Bar, at least 140g, individually packed				
6	15	pack	Dishwashing Paste, 400g min				
7	24	piece	Dust Pan, non-rigid plastic				


Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
8	4	piece	Mop Bucket, heavy duty, hard plastic, 30 liters capacity, with squeezer, with 4 heavy duty rotating wheels/ball casters * width: 370mm (min) * length: 475mm (min) * height: 245mm (min)					
9	12	piece	Mophandle, heavy-duty, screw type, aluminum, length: 4 feet (handle)					
10	36	piece	Mophead, made of twisted rayon thread, weight: 400g min					
11	6	piece	Rectangular Cloth Rag, dimensions: 24" x 16"					
12	9	bundle	Round Rag, all cotton, 32 pcs./kilo per bundle, assorted colors					
13	60	pack	Scouring Pad, 150mm x 200mm, 5pcs per pack					
14	26	piece	Wastebasket, non-rigid plastic, without cover, at least 8.5 liters capacity					
			Approved Budget for the Contract: Php49,614.00					
			TOTAL QUOTATION (Lot 3)					
			Lot 4: Office Equipment					
1	23	piece	Calculator, compact, 12 digits					
2	1	piece	Cork Board, 3 ft x 4 ft, wood or aluminum frame					
3	10	piece	Dater Stamp (Month-Day-Year format)					
4	1	piece	Paper Trimmer / Cutting Machine, table top, paper size: B4 maximum					
			Approved Budget for the Contract: Php10,626.00					
			TOTAL QUOTATION (Lot 4)					
			Lot 5: Office Supplies					
1	1,050	piece	Certificate Holder, A4 size, 210mm x 297mm (8.27" x 11.69")					
2	120	piece	Certificate, Glass Frame, wooden sides, A4 size					
3	11	piece	Clearbook, 20 transparent pockets, legal size, assorted colors					
4	3	box	Clip, Backfold, all metal clamping: 19mm, 12pcs per box					
5	15	box	Clip, Backfold, all metal clamping: 25mm, 12pcs per box					
6	15	box	Clip, Backfold, all metal clamping: 32mm, 12pcs per box					
7	5	box	Clip, Backfold, all metal clamping: 50mm, 12pcs per box					
8	129	piece	Correction Tape, 8m usable length					
9	10	piece	Cutter Knife, High Carbon Stainless Steel, ABS Plastic Handle, POM Plastic Auto Lock					
10	10	piece	Data File Box, 16" x 12" x 12", with cover, made of hard chipboard, with closed ends, color: red/navy blue					
11	13	piece	Data File Box, made of chipboard with close ends					

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
12	13	piece	Data Folder, made of chipboard, with taglia lock				
13	6	piece	Eraser, felt, for blackboard/whiteboard				
14	36	piece	Eraser, plastic,rubber, for pencil draft/writing				
15	23	box	Fastener, Plastic, 2-inch capacity 2.75-inch base, 50 sets per box				
16	71	bottle	Glue, all-purpose, 130g min, with nozzle				
17	95	bottle	Glue, all-purpose, 240g min, with nozzle				
18	1,300	piece	Horizontal ID Badge, with garterized lanyard, hard transparent plastic				
19	7	bottle	Ink, for stamp pad, color: purple or violet 50ml per bottle				
20	61	box	Paper Clip, vinyl/plastic coated length: 50mm minimum, 100 pcs per box				
21	10	piece	Puncher, paper, heavy duty, with two hole guide				
22	3	case	Push Pin, Flat Head Type, assorted colors 100 pcs. per case				
23	100	cart	Ribbon Cartridge, full-mark, black, for 24-pin Dot Matrix Printer, Epson LQ-310				
24	7	box	Rubber Band, 70mm min lay flat length, #18 350g per box				
25	15	piece	Ruler, plastic, 12"				
26	13	box	Staple Wire, heavy duty, binder type, 23/13				
27	25	box	Staple Wire, No. 35, standard type, 26/6				
28	5	piece	Stapler, binder type, heavy duty for No. 23/13 staples				
29	17	piece	Stapler, standard type, for No. 35 staples with remover, loading capacity: 200 staples min.				
30	6	piece	Tape Dispenser, table top, for 24mm width tape				
31	20	roll	Tape, double sided, 24mm, 50 meters length				
32	12	roll	Tape, electrical, 18mm 16 meters lenght				
33	34	roll	Tape, masking, 24mm, 50 meters lenght				
34	30	roll	Tape, masking, 48mm, 50 meters lenght				
35	10	roll	Tape, packaging, 48mm, 50 meters lenght				
36	20	roll	Tape, transparent, 24mm, 50 meters lenght				
37	12	roll	Twine, plastic, 1000g per roll				
Approved Budget for the Contract: Php146,926.00							
TOTAL QUOTATION (Lot 5)							
Lot 6: Paper Products							
1	10	pack	Certificate, Cream Color, A4 size 500pcs per pack				
2	40	pack	Construction Paper, assorted colors (Light/Neon Colors: yellow, green, pink, blue, orange) short size, 20 pcs per pack				
3	100	box	Continuous Paper, carbonless, 3-ply 280mm (11") x 241mm (9-1/2"), 500 sets per box				

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost	
4	3	box	Envelope, Documentary, for A4 size documents 500pcs per box					
5	3	box	Envelope, documentary, for legal size documents, 500pcs per box					
6	3	box	Envelope, expanding, kraftboard, for legal size documents, 100pcs per box					
7	6	piece	Envelope, expanding, plastic, with handle and zipper, heavy duty, for legal size documents					
8	1	box	Envelope, mailing, white, 80gsm, 500pcs per box					
9	2	box	Envelope, mailing, white, with window, 80gsm, 500 pcs. per box					
10	30	piece	Envelope, Plastic, long, with handle zipper					
11	10	piece	File Organizer, expanding, plastic, 12 inside pockets, with index tab, for legal size documents, with elastic strap for closing or binding the organizer					
12	10	bundle	Folder, fancy, with slide, legal, assorted colors, 50 pcs. per bundle, assorted colors					
13	10	pack	Folder, with tab, legal size, 100 pcs. per pack color: brown					
14	12	pack	Folder, with tab, legal size, 100 pcs. per pack, color: white					
15	10	bundle	Manila Paper, 100s					
16	55	pack	Meta Cards, assorted colors, 5.5" X 8.5" 100 pcs. per pack					
17	70	pad	Note Pad, stick-on, 50mm x 76mm (2" x 3") min					
18	84	pad	Note Pad, stick-on, 76mm x 100mm (3" x 4") min					
19	118	pad	Note Pad, stick-on, 76mm x 76mm (3" x 3") min					
20	1,500	piece	Notebook, stenographer, spiral, 40 leaves					
21	5	box	Paper, Parchment, 210mm x 297mm, 80gsm, fine translucent					
22	4	pack	Photo Paper, glossy, A4 size 20 sheets per pack					
23	1	book	Record Book, 500 pages, size: 216mm x 279mm					
24	10	pack	Sticker Paper, glossy white, A4 size 100 sheets per pack					
25	10	pack	Sticker Paper, matte white, legal size 100 sheets per pack					
26	20	pack	Sticky Note, pet index with "Sign Here" message flag, assorted colors, 45mm x 12mm, 100 sheets per pack					
27	2	pack	Wrapping Paper, Kraft, 36" x 48" 50 sheets per pack					
			Approved Budget for the Contract: Php171,607.00					
			TOTAL QUOTATION (Lot 6)					

Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
			Lot 7: Writing Supplies				
1	1,000	piece	Ballpoint Pen, 0.6mm tip, black (ordinary)				
2	500	piece	Ballpoint Pen, 0.6mm tip, blue (ordinary)				
3	100	piece	Ballpoint Pen, 0.6mm tip, red (ordinary)				
4	40	box	Crayons, 16 colors per box, small size				
5	10	box	Crayons, 24 colors per box, small size				
6	100	piece	Marker, permanent, felt tip, broad type, black				
7	100	piece	Marker, permanent, felt tip, broad type, blue				
8	30	piece	Marker, permanent, felt tip, broad type, red				
9	35	piece	Marker, permanent, felt tip, bullet type, black				
10	12	piece	Marker, permanent, felt tip, bullet type, blue				
11	12	piece	Marker, permanent, felt tip, bullet type, red				
12	18	piece	Marker, whiteboard, felt tip, bullet type, black				
13	12	piece	Marker, whiteboard, felt tip, bullet type, blue				
14	12	piece	Marker, whiteboard, felt tip, bullet type, red				
15	35	box	Pencil, lead, w/ eraser, wood cased hardness: HB or #1, 12pcs per box				
16	200	piece	Sign Pen, liquid/gel ink, 0.5mm needle tip, black				
17	200	piece	Sign Pen, liquid/gel ink, 0.5mm needle tip, blue				
18	70	piece	Sign Pen, liquid/gel ink, 0.5mm needle tip, green				
19	70	piece	Sign Pen, liquid/gel ink, 0.5mm needle tip, red				
			Approved Budget for the Contract: Php44,922.00				
			TOTAL QUOTATION (Lot 7)				
End Users: Accounting Section, Standards Development Section, Regiona Rehabilitation Center for Youth (RRCY), Capability Building Section (CBS), International Social Services Office (ISSO), Sustainable Livelihood Program (SLP) and Pantawid Familyang Pilipino Program				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
PURPOSE : Office and training supplies of various programs and offices of the Field Office							

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


BONAPARTE D. CASEÑAS II
 Canvasser

 Signature of Supplier / Authorized Representative Over Printed Name