



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. : DSWD7-2022-1597
Date : November 07, 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 & Philgeps Registration Number** upon submission of quotation.

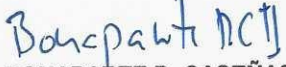
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; 233-0261; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **November 10, 2022 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 Field Office VII, Carreta, Cebu City**
- 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: _____


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 _____
 Company Address _____
 Contact Person _____
 Contact No. _____
 PhilGEPS Registration No.: _____
 Tin Number: _____

RFQ No. DSWD7-2022-1597


Date: November 07, 2022

| 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 Supplies: | | | | | | | |
| 1 | 5 | can | Air Freshener, Aerosol type, 150 grams min | | | | |
| 2 | 30 | gallon | Alcohol, ethyl, 68% -72%, 1 Gallon | | | | |
| 3 | 130 | bottle | Alcohol, ethyl, at least 68%, 500 ml, scented | | | | |
| 4 | 5 | unit | Calculator, compact, 12 digits | | | | |
| 5 | 300 | piece | Certificate Glass Frame, with wooden sides, A4 size | | | | |
| 6 | 10 | box | Clip, Backfold, all metal, clamping: 19mm, 12pcs/box | | | | |
| 7 | 10 | box | Clip, Backfold, all metal, clamping: 25mm, 12pcs/box | | | | |
| 8 | 10 | box | Clip, Backfold, all metal, clamping: 32mm, 12pcs/box | | | | |
| 9 | 10 | box | Clip, Backfold, all metal, clamping: 50mm, 12pcs/box | | | | |
| 10 | 40 | piece | Correction Tape. 8 meters usable length | | | | |
| 11 | 10 | piece | Data File Box, made of chipboard, with close ends | | | | |
| 12 | 25 | can | Disinfectant Spray, Aerosol, at least 400g | | | | |
| 13 | 5 | box | Envelope, Expanding, Kraftboard, for legal size documents, 100pcs/box | | | | |
| 14 | 145 | piece | Envelope, Expanding, Plastic, with holder, for legal size documents | | | | |
| 15 | 10 | piece | Eraser, Plastic/Rubber, for pencil draft/writing | | | | |
| 16 | 1 | box | Folder, Pressboard, legal size, 100pcs/box | | | | |
| 17 | 2 | pack | Folder, With Tab, for legal size documents, 14pts, 100pcs/pack, white in color | | | | |
| 18 | 10 | jar | Glue, all-purpose, 200 grams min, with applicator | | | | |
| 19 | 4 | bottle | Hand Sanitizer, liquid, 500ml | | | | |

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|----------|----------|-----------------|--|--|-------------------------|-----------|------------|
| 20 | 500 | piece | Head Cover, disposable (mesh or net type) | | | | |
| 21 | 20 | box | Index Tab, transparent, self-adhesive, assorted colors, 5 sets per box | | | | |
| 22 | 25 | bottle | Ink, for Stamp Pad, purple or violet 50ml/bottle | | | | |
| 23 | 4 | can | Insecticide, Aerosol type, 600ml min | | | | |
| 24 | 15 | piece | Magazine File Box, large, made of chipboard, back end open | | | | |
| 25 | 20 | set | Marker, Fluorescent, 3 assorted colors per set | | | | |
| 26 | 20 | piece | Marker, permanent, felt tip, bullet type, Black | | | | |
| 27 | 20 | piece | Marker, permanent, felt tip, bullet type, Blue | | | | |
| 28 | 10 | piece | Marker, whiteboard felt tip, bullet type, Black | | | | |
| 29 | 10 | piece | Marker, whiteboard felt tip, bullet type, Blue | | | | |
| 30 | 10 | pad | Note Pad, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad | | | | |
| 31 | 10 | pad | Note Pad, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad | | | | |
| 32 | 10 | pad | Note Pad, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad | | | | |
| 33 | 190 | piece | Notebook, Stenographer, spiral, 40 leaves | | | | |
| 34 | 20 | box | Paper Clip, vinyl/plastic coat, length: 33mm min, 100pcs/box | | | | |
| 35 | 20 | box | Paper Clip, vinyl/plastic coat, length: 50mm min, 100pcs/box | | | | |
| 36 | 45 | ream | Paper, Multi-Purpose (Copy), A4, 70gsm, 210mm x 297mm | | | | |
| 37 | 20 | ream | Paper, Multi-Purpose (Copy), legal, 70gsm, 216mm x 330mm | | | | |
| 38 | 30 | ream | Paper, Multicopy, A4, 80gsm, 210mm x 297mm | | | | |
| 39 | 2 | piece | Pencil, Sharpener, manual | | | | |
| 40 | 20 | box | Pencil, lead, w/eraser, wood cased, hardness: HB or #1, 12pcs per box | | | | |
| 41 | 7 | piece | Puncher, paper, heavy duty, with two hole guide | | | | |
| 42 | 10 | book | Record Book, 300 Pages, size: 216mm x 279mm | | | | |
| 43 | 20 | book | Record Book, 500 Pages, size: 216mm x 279mm | | | | |
| 44 | 10 | box | Rubber Band, 70mm min lay flat length, #18, 350grams/box | | | | |
| 45 | 10 | piece | Ruler, plastic, 450mm (18") | | | | |

| Item No. | Quantity | Unit of Measure | Articles / Descriptions | Statement of Compliance (State "Comply" or "Not Comply") | Bidder's Specifications | Unit Cost | Total Cost |
|---|----------|-----------------|---|--|-------------------------|-----------|------------|
| 46 | 20 | pair | Scissors, heavy-duty precision, 8 inches length | | | | |
| 47 | 250 | piece | Sign Pen, liquid/gel ink, 0.5mm needle tip, black | | | | |
| 48 | 250 | piece | Sign Pen, liquid/gel ink, 0.5mm needle tip, blue | | | | |
| 49 | 50 | piece | Sign Pen, liquid/gel ink, 0.5mm needle tip, red | | | | |
| 50 | 200 | piece | Stamp Pad, felt, bed dimension: 60mm x 100mm min | | | | |
| 51 | 5 | piece | Staple Remover, plier type | | | | |
| 52 | 20 | box | Staple Wire, No. 35, standard type, 26/6 | | | | |
| 53 | 2 | unit | Stapler, binder type, heavy duty, for No. 23/13 staples | | | | |
| 54 | 10 | piece | Stapler, standard type, with remover, loading capacity: 200 staples min | | | | |
| 55 | 50 | pack | Surgical Mask, 3 ply, 50pcs per pack | | | | |
| 56 | 5 | unit | Tape Dispenser, Table Top, for 24mm width tape | | | | |
| 57 | 20 | roll | Tape, masking, 24mm, 50 meters length | | | | |
| 58 | 15 | roll | Tape, masking, 48mm, 50 meters length | | | | |
| 59 | 15 | roll | Tape, packaging, 48mm | | | | |
| 60 | 14 | roll | Tape, transparent, 24mm, 50 meters | | | | |
| 61 | 10 | roll | Tape, transparent, 48mm, 50 meters | | | | |
| 62 | 35 | pack | Toilet Tissue Paper, 2-ply, 150 pulls, 100% recycled, 12 rolls per pack | | | | |
| 63 | 10 | pack | Trash Bag, GPP specs, black, 940mm x 1016mm, 10pcs/pack | | | | |
| Tota: | | | | | | | |
| Approved Budget for the Contract: Php 232,128.00 | | | | Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable. | | | |
| End User: SOCPEN, VDRC & TCT | | | | | | | |
| PURPOSE : For office staff use. | | | | | | | |

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

(page 2 of 2)