



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. : **DSWD7-2023-1142**  
Date : **August 18, 2023**

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](mailto:bac.fo7@dswd.gov.ph) on or before **August 22, 2023 at 5:00PM.**

Very truly yours,

  
**ENGR. EMMANUEL M. EDLES**  
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. DSWD7-2023-1142

Date: August 18, 2023

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 Various Office Supplies</b>				
1	10	bottle	ALCOHOL, Ethyl, 500 mL				
2	5	piece	ERASER, plastic/ rubber				
3	20	piece	SIGN PEN, Black, liquid or gel				
4	20	piece	SIGN PEN, Blue, liquid or gel				
5	5	can	DISINFECTANT SPRAY, Aerosol type, 400g				
6	2	bottle	INK, for stamp pad, 50mL				
7	5	unit	MOUSE, OPTICAL, USB connection type				
8	10	jar	GLUE, all-purpose, 200 grams				
9	10	box	STAPLE WIRE, standard				
10	5	roll	TAPE, masking, 24mm				
11	5	roll	TAPE, masking, 48 mm				
12	20	roll	TAPE, transparent, 24mm				
13	5	roll	TAPE, transparent, 48 mm				
14	5	piece	RULER, plastic, 450 mm				
15	3	unit	CALCULATOR, Compact				
16	11	box	CLIP, backfold, 19mm				
17	10	box	CLIP, backfold, 25mm				
18	10	box	CLIP, backfold, 32mm				
19	5	box	CLIP, backfold, 50mm				
20	11	piece	CORRECTION TAPE, 8 meters				
21	2	piece	CUTTER/UTILITY KNIFE, for general purpose				
22	2	box	ENVELOPE, Documentary, A4, 500 pieces per box				
23	2	box	ENVELOPE, Documentary, legal, 500 pieces per box				
24	3	box	ENVELOPE, Expanding, Kraft, 100 pieces per box				
25	20	box	FASTENER, metal, non-sharp edges, 50 sets per box				
26	3	box	FOLDER, pressboard, 100 pieces per box				
27	2	pack	FOLDER with tab, A4, 100 pieces per pack				



Item No.	Quantity	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost				
28	2	pack	FOLDER with tab, legal, 100 pieces per pack								
29	5	set	MARKER, Flourescent, 3 colors per set								
30	5	piece	MARKER, Permanent, Black								
31	5	piece	MARKER, Permanent, Blue								
32	10	box	PAPER CLIP, vinly/plastic coated, 33mm								
33	10	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm								
34	2	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box								
35	2	piece	PENCIL SHARPENER, manual, single cutter head								
36	2	piece	PUNCHER, paper, heavy duty								
37	2	box	RUBBER BAND No. 18, 350g								
38	2	piece	STAMP PAD, felt								
39	5	pair	SCISSORS, symmetrical or asymmetrical								
40	5	piece	STAPLER, standard type								
41	5	piece	STAPLE REMOVER, plier type								
42	5	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad								
43	5	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad								
44	5	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad								
45	5	piece	NOTEBOOK, stenographer								
46	76	ream	PAPER, MULTICOPY A4, 500 sheets per ream								
47	40	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream								
48	3	book	RECORD BOOK, 300 PAGES								
49	pack	20	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack								
50	5	can	INSECTICIDE, 600mL								
51	100	piece	Corrugated Carton Box, 16.5 x 12 x 10 inches, 6MM Thickness with Top Cover								
<b>Total:</b>											
<b>Approved Budget for the Contract: Php 57,559.00</b>				<b>Note:</b> "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.							
End User: <b>TCT</b>											
<b>PURPOSE : To be used by the PPD/TCT Staff during the implementation of the Program</b>											

*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)