



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. : DSWD7-2023-1370
 Date : October 05, 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 on or before **October 09, 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 _____
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Tin Number: _____

RFQ No. DSWD7-2023-1370

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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 Office Supplies							
1	600	roll	Correction Tape Disposable, Usable length of 8 meters, 5MM Width				
2	1	box	Carbon Paper, A4 Size, Blue Color, 100's/Box				
3	600	piece	Signpen, TIP 0.50MM, Black				
4	600	piece	Signpen, TIP 0.50MM, Blue				
5	72	piece	Signpen, TIP 0.50MM, Green				
6	2	pack	Photo Paper, A4 Size, Glossy, 20piece/Pack				
7	10	piece	Ruler, Plastic, 450MM, 1 Piece In Individual Plastic				
8	20	box	Continuous Paper, 3 Ply, 11x9 1/2, Carbon less				
9	2,000	ream	Bond Paper, A4 Size, 70GSM, 216MM X 297MM				
10	50	piece	Calculator, Electronic, Compact, 12 Digits Cap				
11	20	piece	Stapler, Standard, Heavy Duty, W/ Remover, #35				
12	15	piece	Staple Wire Remover, Plier type				
13	1	pack	Neon Sticker Paper, Size 8 1/2 x 11, 10 sheets/pack, Colors: Green				
Total:							
Approved Budget for the Contract: Php 473,831.94				Note: "Bidder's Specifications" column may be filled up with service provider or may copy "Articles/Description" stated if applicable.			
End User:		SLP					
PURPOSE : For the use of Staff during the implementation of the project for CY 2023							

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

Bonaparte D. Caseñas II
BONAPARTE D. CASEÑAS II
 Canvasser

Signature of Supplier / Authorized Representative
Over Printed Name

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