



Department of Social Welfare and Development

**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. : DSWD7-2021- 0413
Date : 03/25/2021

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/s a duly notarized certification to this effect.

Interested supplier/s are required to submit true copies of their valid **Mayor's Permit & 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 **March 29, 2021 at 12:00 Noon**.

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
- Terms of Payment: within 30 calendar days from the receipt of Billing Statement / Sales Invoice.
- 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: _____


DAN ALVIN ADLAON
Canvasser

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

(Signature over Printed Name of Supplier /
Authorized Representative)


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Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	24	pc	MARKER, WHITEBOARD, BLUE				
2	24	pc	MARKER, WHITEBOARD, BLACK				
3	1	box	ENVELOPE, MAILING, WITH WINDOW, 500 pieces per box				
4	1	box	ENVELOPE, MAILING, 500 pieces per box				
5	20	set	FILE TAB DIVIDER, A4, 5 colors per set (10 color)				
6	23	set	FILE TAB DIVIDER, LEGAL, 5 colors per set				
7	439	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)				
8	30	pc	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min				
9	30	pc	MAGAZINE FILE BOX, LARGE				
10	24	pc	MARKER, PERMANENT, bullet type, black				
11	24	pc	MARKER, PERMANENT, bullet type, red				
12	24	pc	MARKER, PERMANENT, bullet type, blue				
13	48	pc	SIGN PEN, BLUE, liquid/gel ink, 0.50mm needle tip				
14	48	pc	SIGN PEN, BLACK, liquid/gel ink, 0.50mm needle tip				

Item No.	Qty.	Unit	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
15	188	pc	JAW TYPE STAPLE REMOVER, COLOR BLUE ✓				
16	20	box	STAPLE WIRE, HEAVY DUTY, No.35 ✓				
17	200	pcs	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box : No. 35 ✓				
18	55	roll	TAPE, PACKAGING, width: 48mm (±1mm) ✓				
19	6	kilo/roll	TWINE, PLASTIC ✓				
20	20	roll	STRETCH FILM / PACKAGING WRAP 20 MICRONS 500MM X 500METERS ✓				
21	35	pc	4 layer magazine case/rack/organizer/storage,paper,book, file,plastic,office/school supplies ✓				
22	30	roll	TAPE, TRANSPARENT, 24MM, 1", 50 METERS ✓				
23	5	roll	TAPE, DOUBLE SIDED 1" ✓				
24	30	pack	Toilet Tissue Paper 2-plys sheets, 150 pulls, 12 rolls per pack ✓				
			Total:				
Approved Budget for the Contract: Php 200,178.80							
End User: PPD-UCT							
Purpose : For Implementation on various activities							
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 / Authorized Representative
Over Printed Name


DAN ALVIN ADLAON
CanYasser