



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2021- 0803
Date : July 8, 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; **233-0261**; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **July 14, 2021 at 5:00pm**.

Very truly yours,


ROSARIO F. 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, Brgy Caretta, Cebu City
- 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: _____


JOSELITO TABILON
Carvasser

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

(Signature over Printed Name of Supplier /
Authorized Representative)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office VII, Cebu City

RFQ No.: DSWD7-2021- 0803Date: July 8, 2021

Company Name _____

Company Address _____

Contact Person _____

Contact No. _____

PhilGEPS Registration No.: _____

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	2	pack	Folder, Pressboard, Legal size, 100s/pack				
2	15	box	Fastener, Plastic, 2inch capacity, 2.75 inch base				
3	4	box	Ballpen, Needle point, 50pc/box, black				
4	17	box	Pencil, No.1, 12pc/box				
5	2	pack	Folder, A4 size, Brown Color, 100pc/box				
6	195	pc	Envelope, legal, brown				
7	195	pc	Envelope, Expanding w/ garter, brown				
8	10	pc	Glue, 240G				
9	15	pc	Stapler, Standard, Heavy Duty, w/ remover, #35				
10	15	box	Clip, Paper clip, Gem type, 32mm, 100pc/box				
11	50	pack	Photo Paper, A4 size, glossy, 20pc/pack				
12	30	roll	Tape, Transparent, 24mm, 50meters				
13	15	pc	Tape Dispenser, Moving tough grip, 3"				
14	30	box	Binder Clip, Size: 1 5/8", 12pc/box				
15	10	ream	Bondpaper, A4, 70gsm, 216mm x 297mm				
16	2	ream	Construction paper, assorted colors,(Light/Neon colors- Yellow, Green, Pink, Blue, Orange)				
17	20	box	Stapler wire, #35, Standard Size, 26/6				
18	50	set	Marker, Highlighter, Flourescent, 3 colors per set				
19	100	pc	Correction Tape, Disposable, Usable Length of 8" meters, 5mm width				
20	15	pair	Scissors, 8", Plastic Handle				
21	15	pc	Calculator, Electronic, Compact, 12 digits cap				
22	200	pack	Sticky Note, Pet index w/ "Sign Here" Message Flag, Assorted Colors, 45 x 12mm, 100sheets/pack				
23	60	pc	Marker, Permanent, Bullet type, Black				
24	20	pc	Ruler, 12" Plastic				

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
25	30	roll	Tape, Double sided 1", 50 meters length				
26	30	roll	Tape, Masking, 48mm, 50 meters Length				
27	100	pc	Folder, Legal, Blue				
28	100	pc	Folder, Legal, Green				
29	20	pc	Sharpener, Pencil Sharpener, 1 piece in Individual Plastic Case				
			TOTAL:				


Approved Budget for the Contract: **Php 65,701.00**

End User: **Adoption Referral and Resource Section (ARRS)**

Purpose : For the use of ARRS Activity CY 2021

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.


JOSELITO TABILON
 Canvasser

 Signature of Supplier / Authorized Representative
 Over Printed Name