



REQUEST FOR QUOTATION
SHOPPING

RFQ No. : DSWD7-2021- 0956
 Date : August 11, 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.

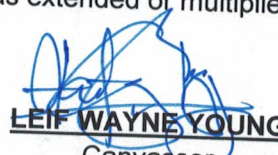
Please accomplish and submit this **form** together with **Annex A** and **Bank Information** to the BAC Secretariat, DSWD Field Office VII, Cebu City or send it through facsimile numbers (032) 233-8785; **233-0261**; 231-2172 local 140 or 148 or e-mail to bac.fo7@dswd.gov.ph on or before **August 16, 2021 at 5:00pm.**

Very truly yours,


ROSARIO P. BACONG,
 AO V/Head, Procurement Management Section

Terms and Conditions:

1. Award shall be made on per: item basis total quoted price lot basis
2. Quotation validity shall be not less than **60 calendar days.**
3. Good/s or Services shall be delivered within 30 days calendar from receipt and conformity of Purchase Order.
4. Place of Delivery: DSWD Field Office VII, Brgy. Carreta, Cebu City
5. Terms of Payment: within 30 calendar days from the receipt of Billing Statement / Sales Invoice.
6. Liquidated Damages/Penalty: One-tenth of one percent for everyday of delay shall be imposed.
7. 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.
8. Warranty Period, if applicable: _____


LEIF WAYNE YOUNG
 Canvasser

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

 (Signature over Printed Name of Supplier /
 Authorized Representative)



Company Name _____
 Company Address _____
 Contact Person _____
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Item No.	Qty.	Unit of measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
1	1,000	pc	Stamp pad No. 4, color purple/blue				
2	100	pc	Staple wire, remover, plier type, metal material				
3	20	pc	Stapler, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide				
4	200	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm				
5	400	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm				
6	250	pc	Certificate Holder, A4, Assorted color, Plastic				
7	50	pc	Hard cover, notebook journal, 80 leaves				
8	1,008	pc	Ballpen, Ballpoint, 0.7mmtip, 12 piece/box, blue				
9	7	pc	Storage & Organizing box, 70 liters plastic				
10	500	pc	Plastic envelope, long with handle and zipper, assorted color				
11	4	box	Envelope, mailing type, Legal size, ordinary, 500 pc/box				
12	5	box	Rubber band, 70mm flat length, #18				
13	10	pc	Sharpener, pencil, 1 piece in individual plastic case				
14	10	pc	Tape dispenser, packaging tape, moving tough grip, 3"				
			Total:				


Approved Budget for the Contract: Php227,626.00

End- user: SOCIAL PENSION (SOC PEN)

Purpose: For the use of Social Pension Staff.

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.


LEIF WAYNE YOUNG
 Cavasser

Signature of Supplier / Authorized
 Representative
 Over Printed Name