



**REQUEST FOR QUOTATION**  
**SHOPPING**

RFQ No. : DSWD7-2021- 1078

Date : September 10, 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 **September 15, 2021 at 5:00pm.**

Very truly yours,

**ROSARIO F. 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)



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

RFQ No.: DSWD7-2021- 1078  
Date: September 10, 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	70	ream	<b>Bond paper</b> , Legal Size, 70GSM, 216MM X 330MM				
2	70	ream	<b>Bond paper</b> , A4 Size, 70GSM, 216x297MM				
3	30	box	<b>Staple wire</b> , #35, Standard Size, 26/6				
4	30	roll	<b>Tape, Masking</b> , 24MM, 50 Meters Length				
5	30	roll	<b>Tape Transparent</b> , 24MM, 50 Meters Length				
6	40	pc	<b>Correction Tape</b> , Disposable, Usable Length of 8 Meters, 5MM Width				
7	500	pc	<b>Folder</b> , Tagboard, Legal Size, White				
8	25	pack	<b>Folder</b> , Tagboard, Legal Size, 100pieces per/pack, Brown				
9	24	pc	<b>Marker, Whiteboard</b> , Fine/Bullet Type Black				
10	24	pc	<b>Marker, Permanent</b> , Fine/Bullet Type, Black				
11	30	box	<b>Paper Clip</b> , Gem Type, 32MM, 100piece/box				
12	10	box	<b>Binders Clips</b> , Bakcfold, 2" or 51MM, 12piece/box				
13	10	box	<b>Binders Clips</b> , Bakcfold, 2" or 25MM, 12piece/box				
14	2	pc	<b>Desk File Organizer Document Paper Tray</b> , Magazine Case, 4-Layer				
15	1	pc	<b>Board</b> , Combination of White Board and Cork Board Magnetic, 36" x 24" Wooden Frame				
16	10	case	<b>Push Pin</b> , Flat Head Type, Assorted Colors, 100 piece per case				
17	10	pack	<b>Paper</b> , Construction Paper, Assorted Colors (Light/Neon Colors- Yellow,Green,Pink,Blue,Orange) 250 Sheets per pack				
18	200	pc	<b>ID Badge</b> , Horizontal ID Badge with Garterized Lanyard, Hard Transparent Plastic				
19	10	pc	<b>Scissors</b> , 8", Plastic Handle				
20	3	pc	<b>Tape Dispenser</b> , Table Top, For 24MM X 50M Tape, Heavy Duty				
21	7	pc	<b>Calculator</b> , Electronic, Compact, 12 Digits Cap				
22	60	pc	<b>Sign pen</b> , 0.3MM Black				
23	60	pc	<b>Sign pen</b> , 0.3MM Blue				
24	10	bottle	<b>Glue</b> , 240G				
25	15	book	<b>Record Book</b> , 300 Pages, 214MM X 278MM				
26	50	pad	<b>Note Pad</b> , Stick-on, (2"x3"), 100 Sheets per Pad				
27	50	pad	<b>Note Pad</b> , Stick-on, (3"x4"), 100 Sheets per Pad				
28	50	pc	<b>Notebook</b> , Color Green, 152MM X 216MM, 60 Leaves				

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
29	5	pc	Ruler, Plastic, 450MM, 1 Piece in Individual Plastic				
30	20	box	Pencil, Lead No. 2, W/Eraser, One (1) Dozen per Box				
31	240	pc	Ballpen, Ballpoint 0.6MM Tip, Black (Ordinary)				
32	10	pack	Paper, Certificate, Cream Color, A4 Size 500 piece/pack				
33	25	pc	Corrugated Carton, 16.5 x 12 x 10 inches, 6MM Thickness W/ Top Cover				
34	50	pack	Sticker Paper, A4, 100 Sheets/pack, Glossy White				
35	10	pc	Certificate Glass Frame, A4, Wooden Border				
36	2	pc	Pencil Sharpener, 1 piece in Individual Plastic Case				
37	5	pc	Data File Box, (16x12x12") W/Cover, Made of Hard Chipboard, With Closed Ends				
			<b>Total:</b>				

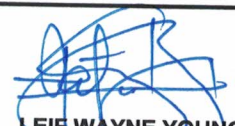
Approved Budget for the Contract: **Php 100,697.00**

End Use: **EPAHP**

Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.

Purpose : Office Supplies for the use of EPAHP staff for CY 2021

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

  
**LEIF WAYNE YOUNG**  
 Canvasser

\_\_\_\_\_  
 Signature of Supplier / Authorized Representative  
 Over Printed Name