



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

RFQ No. : DSWD7-2024-1483  
 Date : October 23, 2024

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 17126 or e-mail to **kalahiaf7.procurement23@gmail.com** on or before **October 28, 2024 at 1:00 pm**.

Very truly yours,

**ENGR. EMMANUEL M. EDLES**  
 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, Cebu City**
5. Terms of Payment: **within 30 calendar days from the completion of delivery and 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: \_\_\_\_\_

  
**EDLYN S. CANGQUE**  
 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.: DSWD7-2024-1483  
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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	470	REAM	BONDPAPER, A4 SIZE, 70GSM, 216X297MM				
2	425	REAM	BONDPAPER, LEGAL SIZE, 70GSM, 216MM X 330MM				
3	550	PIECE	SIGNPEN, TIP .50MM, BLACK				
4	550	PIECE	SIGNPEN, TIP .50MM, BLUE				
5	200	BOTTLE	GLUE, ALL-PURPOSE, 200G MIN WITH APPLICATOR				
6	200	BOX	STAPLE WIRE, #35, STANDARD SIZE 26/6				
7	250	ROLL	CORRECTION TAPE, DISPOSABLE, USABLE LENGTH OF 8 METERS, 5MM WIDTH				
8	25	BOX	EXPANDING, KRAFT BOARD, FOR LEGAL SIZE DOCUMENTS, 100 PIECE PER BOX				
9	200	BOX	FASTENER, METAL, 70MM BETWEEN PRONGS, NOT SHARP EDGE 50 SETS PER BOX				
10	85	PIECE	BALLPEN, TIP 0.5MM, BLACK				
11	80	PIECE	BALLPEN, TIP 0.5MM, BLUE				
12	100	PIECE	HIGHLIGHTER, FLOURESCENT, YELLOW GREEN/YELLOW, PINK, ORANGE				
13	100	PIECE	CALCULATOR, ELECTRONIC, COMPACT, 12 DIGITS CAP				
14	100	PIECE	SCISSORS 8", PLASTIC HANDLE				
15	100	PIECE	NOTEPAD, STICK-ON, 76MM x 172MM, 3"X5" MIN, 100 SHEETS/PAD (ASSORTED NEON COLOR)				
16	500	PACK	METACARDS, 100PCS/PACK (ASSORTED LIGHT COLORS: green, pink, orange, & yellow)				
17	25	REAM	PAPER, CERTIFICATE PAPER, A4, 500PCS/REAM, CREAM COLOR				
18	100	PAD	NOTEPAD, STICK-ON, (1"X3"), 100 SHEETS PER PAD				
19	100	PAD	NOTEPAD, STICK-ON, (2"X3"), 100 SHEETS PER PAD				
20	100	PAD	NOTEPAD, STICK-ON, (3"X3"), 100 SHEETS PER PAD				
21	100	PAD	NOTEPAD, STICK-ON, (3"X4"), 100 SHEETS PER PAD				
22	100	ROLL	DOUBLE SIDED TAPE, 1" WITH FOAM				

Item No.	Qty.	Unit of Measure	Articles / Descriptions	Statement of Compliance (State "Comply" or "Not Comply")	Bidder's Specifications	Unit Cost	Total Cost
23	100	ROLL	TAPE, PACAKAGING, 48MM, 50 METERS LENGTH				
24	38	BOX	PERMANENT MARKER, BROAD/CHISEL TYPE, BLACK, 12PCS/BOX				
25	30	BOX	PERMANENT MARKER, BROAD/CHISEL TYPE, BLUE, 12PCS/BOX				
26	10	PACK	FOLDER, LEGAL, WHITE, 100PCS/PACK				
						<b>Total:</b>	
Approved Budget for the Contract: <b>Php500,000.00</b>				Note: "Bidder's Specifications" column may be filled up with supplier's offer (brand, model, origin) or may copy "Articles/Description" stated if applicable.			
End User: PAG-ABOT							
Purpose : Office supplies for STU PAG-ABOT staff use							

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

  
**EDLYN S. CANGQUE**  
Canvasser

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