



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

RFQ No. : DSWD7-2023-0966  
 Date : June 19, 2023

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 **June 26, 2023 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.: DSWD7-2023-0966  
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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	480	PIECE	BALLPOINT 0.5MM TIP, BLACK				
2	480	PIECE	BALLPOINT 0.5MM TIP, BLUE				
3	2,400	PIECE	BALLPOINT 0.6MM TIP, BLACK, ORDINARY				
4	2,400	PIECE	BALLPOINT 0.6MM TIP, BLUE, ORDINARY				
5	100	PIECE	SIGNPEN, TIP 0.50MM, BLACK				
6	100	PIECE	SIGNPEN, TIP 0.50MM, BLUE				
7	100	PIECE	SIGNPEN, TIP 0.50MM, GREEN				
8	80	PIECE	SIGNPEN, TIP 0.7MM, BLUE				
9	80	PIECE	SIGNPEN, TIP 0.7MM, BLACK				
10	80	PIECE	SIGNPEN, TIP 1.0MM, BLACK				
11	100	PIECE	SIGNPEN, TIP 1.0MM, BLUE				
12	90	BOX	METAL, 70MM BETWEEN PRONGS, 50 SETS PER BOX				
13	100	ROLL	TAPE; MASKING, 24MM, 50 METERS LENGTH				
14	50	ROLL	TAPE, MASKING, 48MM, 50 METERS LENGTH				
15	100	ROLL	TAPE ; PACKAGING, 48MM, 50 METERS LENGTH				
16	100	ROLL	TAPE; TRANSPARENT, 24MM, 50 METERS				
17	50	ROLL	TAPE; TRANSPARENT, 48MM, 50 METERS				
18	10	REAM	PAPER, CERTIFICATE PAPER, A4, 500PCS/REAM, CREAM COLOR				
19	3	BOX	CARBON PAPER, A4 SIZE, BLUE COLOR, 100'S/BOX				
20	120	PIECE	WHITEBOARD, BROAD/CHISEL TYPE, BLACK )				
21	960	PIECE	PERMANENT, BROAD/CHISEL TYPE, BLACK				
22	60	PIECE	STAPLER; STANDARD, HEAVY DUTY, W/ REMOVER, #35				
23	50	PAIR	SCISSORS, SYMMETRICAL, BLADE LENGTH: 65MM MIN				
24	50	BOX	EXPANDING, KRAFTBOARD, FOR LEGAL SIZE DOCUMENTS, 100 PIECE PER BOX				
25	1,100	REAM	PAPER - Bondpaper, A4 size, 70gsm, 216x297mm				
26	1,500	PIECE	CORRECTION TAPE; DISPOSABLE, USABLE LENGTH OF 8 METERS, 5MM WIDTH				
27	500	PAD	NOTEBOOK; STENOGRAPHER, 40 - 60 LEAVES, SPIRAL				
28	25	PIECE	HIGHLIGHTER, FLOURESCENT				
29	64	BUNDLE	MANILA PAPER, 100 sheets/bundle				
<b>Purpose :</b> Office Supplies for KC-PMNP staff use						<b>Total:</b>	
Approved Budget for the Contract: <b>Php835,521.00</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: <b>Kalahi</b>							
Purpose :		Office Supplies for KC-PMNP 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