DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Field Office XII, Koronadal City

REQUEST FOR QUOTATION

Company Name:		RFQ No.:	2020-09-0597
Address		Date:	10/2/2020
Contact Person:		_	
Contact No.:			
Sir/Madam:			
Please quote your government price/s including delivery charges, VAT of in Annex A. Also, furnish us with descriptive brochures, catalogues, literature.	••	ntal expenses	for the goods listed
If you are the exclusive manufacturer, distributor or agent in the Philippin notarized certification to this effect.	nes for the goods listed below, please atta	ıch in your quo	tations a duly
Please accomplish and submit this form together with Annex A to DSWE Koronadal City or email at procurement.fo12@dswd.gov.ph on or before		(II, Purok Bum	anaag, Brgy. Zone III,
	Very t	ruly yours,	
	0		
	Q	\sim	
		N T. BATABOF	
	Head, Proc	urement Section	on
TERMS AND CONDITIONS:			
1. Award shall be made on per: [] item basis [] total quoted		
Quotations validity shall not be less than 30 days.	of a factor of Books and October (BO)		
3. Good/s and services shall be delivered within 10 days upon the recei	pt of approved Purchase Order (PO).		
4. Place of Delivery: DSWD FO XII.5. Terms of Payment: n/30			
6. Liquidated Damages/Penalty: one-tenth (1/10) of one percent for ever	ry day of delay shall be imposed on the u		
7. Must be PhilGEPS registered.			
8. Indicate brand, model and country of origin.			
9. In case of discrepancy between unit cost and total cost, unit cost shall	l prevail.		
10. Warranty:			
	(Signature ov	er Printed Nar	ne)
	Si	upplier	

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Field Office XII, Koronadal City

	lame:			_	RFQ No.:	2020-09-0597 10/2/2020
Address:	rcon:			-	Date:	10/2/2020
Contact Per Contact No.	-			-		
BIR TIN Nui	=			□ VAT□ NON-VAT		
	QUANTITY	UNIT	PURCHASER'S SPECIFICATION	BIDDER'S SPECIFICATION	UNIT COST	TOTAL
	<u></u>		Paper, Multi-Purpose (Copy) A4 size,		J 5501	
1	50	ream	substance 20			
			Paper Fastener Plastic w/ long strips 7 1/2			
2	10	box	inches			
3	10	box	Clip Backfold, all metal, clamping: 19mm (-1 mm)			
	10	DOX	Clip Backfold, all metal, clamping: 25mm (-1			
4	10	box	mm)			
			Paper Clip Vinyl/Plastic Coat, Length: 32mm			
5	10	box	min			
6	10	boy	Paper Clip Vinyl/Plastic Coat, Length: 48mm min			
7	10	box	Rubber Band, 70mm min lay flat length (#8)			-
8	10	box	Staple Wire No. 35			_
	- 10	DOX	Note Pad, Sticky-on (2" x 3") 100 sheets per			_
9	10	pad	pad			
			Scissors, Symmetrical, Blade length: 65mm			
10	10	pair	min			
11	10	pack	Parchment Paper Long	1		
12	10	pack	Toilet Tissue Paper, 2 plys sheets, 150 pulls			
13	11	piece	Correction tape, film base type, UL 6m min			
14	10	piece	Correction Pen	-		
15	10	piece	Staple Remover, Plier-Type			
16	3	piece	Stapler, Standard Type, No. 35 (26/6) Staples			
17	5	gallon	Alcohol, Ethyl, 70% (1 gal.)			
	,	J	Tape Dispenser, Table Top, for 24mm width			
18	5	piece	tape			
19	10	piece	Sign Pen, Black 0.4			
20	10	piece	Sign Pen, Blue 0.4			
21	10	piece	Marker, Permanent, Bullet Type, Black			
22	11	piece	Marker, Highlighter			_
23	11	piece	Stamp Pad, Felt Pad, min 60mm x 100mm			
24	9	bottle	Stamp Pad Ink, Purple			
25	10	roll	Tape, Masking, Width: 24mm (±1mm)			
26 27	10 10	roll	Tape, Electrical, 18mm x 16M min Tape, Transparent, width: 24mm (±1mm)			
28	5	roll	Ink, Canon PG-810, Black			_
29	10	bottle	Refill Ink, Canon Original (G1000) Black			
30	5	bottle	Refill Ink, Canon Original (G1000) Yellow			_
31	5	bottle	Refill Ink, Canon Original (G1000) Cyan			
32	5	bottle	Refill Ink, Canon Original (G1000) Magenta			
			The state of the s			
			Delivery Terms:			
			The items shall be delivered within ten (10)			
			days upon receipt of the approved Purchase Order			
			Order			-
Appr	roved Budge	t Ceiling:	₱50,001.00			
				Please fill up the space for Bidder's		
				Specifications.		
				Failure to indicate could be basis for non-compliance.		
Purpose:	For the use	of office s	⊥ supplies of Supplementary Feeding Progran	· ·		
			MUST SIGN the original copy of Purchase Orde		Office XII, Property and Supply I	Unit within three (3) days from the
	ce copy was s			, ,		, , ,
FAILURE to	show up and	sign the	original PO means that the bidder is not interes	sted and will be a ground for suspension/blac	klisting in DSWD's future biddin	gs.
	hv.			Certified by:		
Canyaccad	Dy.			Certified by.		
Canvassed	,					
Canvassed	,					
Canvassed			-	SAIFODEN T. BATABOR		
	e over printed	I name)	-	SAIFODEN T. BATABOR Head, Procurement Section		(Signature over printed name