

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGIONAL OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

REQUEST FOR QUOTATION

Company Name _____
 Company Address _____
 Contact No. _____
 PhilGEPS Certificate No. _____

P.R. No. NF 2403-0188
 Date: March 15, 2024
 MOP: SHOPPING UNDER SECTION 52.1(B)
 TIN: _____

Please quote your lowest government price for the following item(s) specified below. Check/tick the "COMPLY" box if bidder complies with the specifications. A quotation containing unchecked/unticked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly CHECK to signify compliance to the specs.	UNIT COST	TOTAL COST
PURCHASE OF OFFICE SUPPLIES FOR FOOD STAMP PROGRAM						
1	27	piece	SIGN PEN, Black, 0.5, Needle Tip, Liquid Gel			
2	27	piece	SIGN PEN, Blue, 0.5, Needle Tip, Liquid Gel			
3	27	piece	SIGN PEN, Red, 0.5, Needle Tip, Liquid Gel			
4	30	piece	MARKER, Permanent, Black			
5	20	piece	MARKER, Permanent, Blue			
6	20	piece	MARKER, Whiteboard, Black			
7	3	box	BALLPEN, Ball Point Pen (0.5mm), Good Quality, Black, 12pcs/box			
8	3	box	BALLPEN, Ball Point Pen (0.5mm), Good Quality, Blue, 12pcs/box			
9	5	box	PENCIL, Lead with Eraser, 12pcs/box			
10	3	bottle	GLUE, All-Purpose, 200 grams			
11	2	piece	STAMP PAD, Felt			
12	30	piece	CORRECTION TAPE, 8 Meters			
13	10	roll	TAPE, Masking, Width: 48mm			
14	10	roll	TAPE, Transparent, Width: 48mm			
15	9	piece	STAPLER, Standard Type, Heavy Duty, 50 Sheets, Capacity, with Staple Wire Remover			
16	20	piece	STAPLE WIRE, Standard			
17	9	piece	CUTTER / UTILITY KNIFE, Metal Case, For General Purpose			
18	2	box	PAPER CLIP, Vinyl/Plastic Coated Metal, 50mm			
19	10	box	FASTENER, Metal, Vinyl Coated, 50 pcs per box			
20	5	roll	PLASTIC COVER, Pre-cut, 13.50x4cm, Cut Size 5m			
21	1	bundle	RING BINDER, Plastic, 32mm, 10 pcs per bundle			
22	2	piece	PUNCHER, 2 Hole, Heavy Duty, 20 Sheets Capacity			
23	2	piece	GUN TACKER T-30 Arrow (Heavy Duty, 12/4-6-8mm)			
24	2	piece	GUN TACKER WIRE, 12/4-6-8mm			
25	9	pad	NOTE PAD, Stick On, 3" x 4", 100 Sheets per Pad			
26	20	ream	PAPER, Multicopy, A4, 80gsm, 500 Sheets per Ream			
27	20	ream	PAPER, Multicopy, Legal, 80gsm, 500 Sheets per Ream			
28	1	box	PAPER, Parchment, 100's Sheets per box			
<i>Page 1 of 1</i>						
Approved Budget for the Contract:					PHP 26,174.66	

IMPORTANT REMINDERS:

- Price quotation/s must be valid for a period of _____ days from the date of submission.
- DELIVERY PERIOD: 7 working days upon the receipt of Purchase Order.**
- PLACE OF DELIVERY: DSWD FO V, Rawis, Legazpi City.**
- The project shall be **AWARDED** as follows: (a) as one contract _____ (b) separate contracts per lot _____ (c) separate contracts per item
- TERM OF PAYMENT: **CHARGED ACCOUNT**, unless specified.
- LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay.** Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV **may rescind or terminate the contract**, without prejudice to other courses of action and remedies available under the circumstances.
- Required documents to submit:
 - PhilGEPS Certification Number
 - Valid Mayor's or Business Permit
 - Latest Income Tax Return
- As a condition for AWARD, you will be required to submit the following documents:
 - Omnibus Sworn Statement
 - _____
- For any clarifications, you may contact the BAC Secretariat through **fo5kcprocurement@gmail.com** or **0910-017-0818**
- Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on _____

JUDEX DONNEL G. LLAMOSO
 BAC & Procurement Head

ANA MAE M. ALIBAYAN
 Signature Over Printed Name of Convasser

 Signature Over Printed Name of Bidder