

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V  
 Regional Government Center, Rawis, Legazpi City, Albay  
**REQUEST FOR QUOTATION**

Company Name:	_____	PR No.:	NF 2405-0305
Company Address:	_____	Date:	May 21, 2024
Contact No./ Email Address:	_____	Mode of Procurement:	Sec. 52 Shopping
PhilGEPS Certificate No.:	_____	TIN No.:	_____

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/unchecked "COMPLY" boxes would be automatically rated as "FAILED".

ITEM NO.	QTY.	UNIT	ITEM DESCRIPTION AND SPECIFICATIONS	Kindly tick the box to signify compliance to the specs.	UNIT COST	TOTAL COST
<b>PURCHASE OF OFFICE SUPPLIES FOR USE OF RRCY</b>						
1	60	pcs	Correction tape, 8m	<input type="checkbox"/> Comply	P	P
2	2	box	Envelope, kraft, expanding, long	<input type="checkbox"/> Comply	P	P
3	1	box	Envelope, mailing, with window, long	<input type="checkbox"/> Comply	P	P
6	60	pcs	Record book, 300 pages	<input type="checkbox"/> Comply	P	P
7	6	pcs	Philippine National Flag, 3ft x 5ft	<input type="checkbox"/> Comply	P	P
8	12	box	Staple wire, standard	<input type="checkbox"/> Comply	P	P
9	48	roll	Tape, masking, 24mm, 50m	<input type="checkbox"/> Comply	P	P
10	24	roll	Tape, packaging, 48mm, 50m	<input type="checkbox"/> Comply	P	P
11	60	roll	Tape, transparent, 24mm, 50m	<input type="checkbox"/> Comply	P	P
12	24	box	Clip, backfold, 32mm, 12's/ box	<input type="checkbox"/> Comply	P	P
13	12	pcs	Data file box(made of chipboard)	<input type="checkbox"/> Comply	P	P
14	1	box	Envelope, documentary, legal, 500's/ box	<input type="checkbox"/> Comply	P	P
15	24	box	Fastener, plastic, 50's/ box	<input type="checkbox"/> Comply	P	P
16	192	pcs	Marker, permanent, black	<input type="checkbox"/> Comply	P	P
17	192	pcs	Marker, permanent, blue	<input type="checkbox"/> Comply	P	P
19	192	pcs	Marker, whiteboard, black	<input type="checkbox"/> Comply	P	P
20	24	box	Paper clip, vinyl/ plastic coated, 33mm	<input type="checkbox"/> Comply	P	P
25	72	pcs	Record book, 500 pages	<input type="checkbox"/> Comply	P	P
<b>ABC: Php 72,753.04</b>						

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**IMPORTANT REMINDERS:**

- Price quotation/s must be valid for a period of 120 calendar days from the date of submission.
- DELIVERY PERIOD: Thirty(30) Calendar Days upon receipt of Purchase Order (PO)
- 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:
  - Omnibus Sworn Statement for Contract Fifty Thousand Pesos(Php50,000.00) and above.
- For any clarifications, you may contact the BAC Secretariat at procurement.fo5@dswd.gov.ph or at 0910-017-0818.
- Submit your quotation duly signed by you or your duly authorized representative later than the deadline on **MAY 27 2024 12:00pm**

JUDEX DONNEL G. LLAMOSO  
 AO IV/ Head-PROCUREMENT

*[Signature]*  
**BEN BEN B. WICANAN**  
 Signature over Printed Name of Canvasser

\_\_\_\_\_  
 Signature over Printed Name of Bidder/Authorized Representative