

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



Company Name:	_____	PR No.:	<b>NF 2411-0774</b>
Company Address:	_____	Date:	<b>December 10, 2024</b>
Contact No./ Email Address:	_____	Mode of Procurement:	<b>Sec. 52 Shopping</b>
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/unticked "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 RSCC FOR CY 2024</b>						
1	8	bottle	Epson printer ink, L5290, 003, black	<input type="checkbox"/> Comply	P	P
2	3	pack	Ballpoint pen, fine point, black, 0.5mm, 50's	<input type="checkbox"/> Comply	P	P
3	3	pack	Ballpoint pen, fine point, blue, 0.5mm, 50's	<input type="checkbox"/> Comply	P	P
4	1	box	Folder, expanding, green, legal with 1" expansion, 100's	<input type="checkbox"/> Comply	P	P
5	1	box	Folder, expanding, white, legal with 1" expansion, 100's	<input type="checkbox"/> Comply	P	P
6	24	pack	Phot paper, glossy, A4, 10-20 sheets/ pack	<input type="checkbox"/> Comply	P	P
7	24	bottle	Glue, all purpose, white, 130g min	<input type="checkbox"/> Comply	P	P
9	8	gallon	Alcohol, ethyl, 70% min, 1 gallon	<input type="checkbox"/> Comply	P	P
10	60	pcs	Signpen, fine tip, black, gel type, 0.5mm needle tip	<input type="checkbox"/> Comply	P	P
11	120	pcs	Signpen, fine tip, blue, gel type, 0.5mm needle tip	<input type="checkbox"/> Comply	P	P
12	24	pcs	Signpen, fine tip, red, gel type	<input type="checkbox"/> Comply	P	P
13	5	pack	Battery, dry cell, AA, 2's	<input type="checkbox"/> Comply	P	P
14	6	pack	Battery, dry cell, AAA, 2's	<input type="checkbox"/> Comply	P	P
15	35	jar	Glue, all purpose, 200g	<input type="checkbox"/> Comply	P	P
16	10	box	Staple wire, standard, #35, 5000 staples	<input type="checkbox"/> Comply	P	P
17	24	roll	Tape, masking, 24mm	<input type="checkbox"/> Comply	P	P
18	18	roll	Tape, transparent, 48mm	<input type="checkbox"/> Comply	P	P
19	3	roll	Twine, plastic, 1kg	<input type="checkbox"/> Comply	P	P
20	2	box	Clip, backfold, 25mm, 12's	<input type="checkbox"/> Comply	P	P
23	20	box	Clip, backfold, 50mm, 12's	<input type="checkbox"/> Comply	P	P
24	3	pcs	Wastebasket, atleast 10L, color blue	<input type="checkbox"/> Comply	P	P
26	3	pcs	Cutter/ utility knife, for general purposes, with built-in blade snapper, with steel blade track, with safety screw locking mechanism, blade measurement, 100mm(L) x 16mm(W)	<input type="checkbox"/> Comply	P	P
27	1	pack	Folder with tab, legal, atleast 14 5/8"(W) x 9 1/2"(H), overall 9" body	<input type="checkbox"/> Comply	P	P
30	18	pcs	Marker, permanent, black, broad chisel tip	<input type="checkbox"/> Comply	P	P
31	8	pcs	Marker, permanent, blue, broad chisel tip	<input type="checkbox"/> Comply	P	P
32	12	pcs	Marker, whiteboard, black, broad chisel tip	<input type="checkbox"/> Comply	P	P
33	4	pcs	Marker, whiteboard, blue, low odor, pigmented ink, non-toxic	<input type="checkbox"/> Comply	P	P
34	16	box	Paper clip, vinyl/ plastic coated, 33mm, 100's	<input type="checkbox"/> Comply	P	P
35	18	box	Paper clip, vinyl/ plastic coated, jumbo, 50mm, 100's	<input type="checkbox"/> Comply	P	P
37	5	pad	Notepad, stick-on, 50mm x 76mm, assorted color	<input type="checkbox"/> Comply	P	P
39	115	ream	Paper, multicopy, A4, 210mm x 297mm, atleast 70gsm, 500's	<input type="checkbox"/> Comply	P	P
40	15	ream	Paper, multicopy, legal, 210mm x 297mm, atleast 70gsm, 500's	<input type="checkbox"/> Comply	P	P
41	38	pcs	Record book, 214mm x 278mm min., 500 pages	<input type="checkbox"/> Comply	P	P
<b>ABC: Php 70,982.26</b>						

**IMPORTANT REMINDERS:**

- Price quotation/s must be valid for a period of 30 calendar days from the date of submission.
- DELIVERY PERIOD: Fifteen(15) 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 not later than the deadline on **DEC 16 2024**

 <b>JINKY A. MANGAMPO</b> AO IV/ Concurrent PROCUREMENT Head	 <b>BILLWARO PALOMA</b> Signature over Printed Name of Canvasser	_____ Signature over Printed Name of Bidder/Authorized Representative
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