



REQUEST FOR PRICE QUOTATION
23-03-0186

Date: March 03, 2023
Purpose: for the purchase of office supplies for the use of FO2 for the 1st quarter of CY 2023
The DSWD Regional Office announces its intention to purchase goods and services and invites into BID for the following:

ITEM NO	ITEM	Quantity	Unit	Price Quotation		Remarks
				Unit Price	Total Price	
1	INSECTICIDE, aerosol type, net content:600ml min	79	cans			PR# 2023-03-0370
2	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	266	bottle			
3	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	126	gallon			
4	ALCOHOL, isopropyl, 68%-72%, scented, 500ml (-5ml)	279	bottle			
5	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	53	gallon			
6	ACETATE, thickness: 0.075mm min (gauge #3)	2	roll			
7	CARTOLINA, assorted colors	5	pack			
8	LOOSELEAF COVER, made of chipboard, for legal	158	bundle			
9	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	853	reams			
10	PAPER, Multi-Purpose (COPY) A4, 70 gsm	1,193	reams			
11	PAPER PAD, ruled, size: 216mm x 330mm (? 2mm)	19	pad			
12	TOILET TISSUE PAPER, 2-ply, 100% recycled	491	pack			
13	TISSUE, interfolded paper towel	106	pack			
14	TAPE, ELECTRICAL, 18mm x 16M min	8	roll			
15	TAPE, TRANSPARENT, width: 24mm (±mm)	229	roll			
16	TAPE, TRANSPARENT, width: 48mm (±mm)	365	roll			
17	ELECTRIC FAN, STAND type, plastic blade	2	Unit			
18	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	309	box			
19	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	404	box			
20	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	315	box			
21	CORRECTION TAPE, film base type, UL 6m min	500	piece			
22	DATA FILE BOX, made of chipboard, with closed ends	133	piece			
23	DATA FOLDER, made of chipboard, taglia lock	9	piece			
24	ENVELOPE, mailing, white, 70gsm	61	box			
25	ENVELOPE, mailing, white, with window	6	box			
26	FOLDER, FANCY, for A4 size documents	17	bundle			
27	MAGAZINE FILE BOX, LARGE size, made of chipboard	110	piece			
28	MARKER, FLUORESCENT, 3 assorted colors per set	70	set			
29	Marker, whiteboard, black, felt tip, bullet type	642	piece			
30	Marker, whiteboard, blue, felt tip, bullet type	471	piece			
31	Marker, whiteboard, red, felt tip, bullet type	48	piece			
32	Marker, Permanent, bullet type, black	635	piece			
33	Marker, Permanent, bullet type, blue	406	piece			
34	Paper Clip, vinyl/plastic coat, length:32mm min	111	box			
35	Paper Clip, vinyl/plastic coat, length:50mm min	102	box			
36	RUBBER BAND, 70mm min lay flat length (#18)	14	box			
37	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	300	piece			
38	CUTTER BLADE, for heavy duty cutter	33	piece			
39	CUTTER KNIFE, for general purpose	50	piece			
40	PENCIL SHARPENER, manual, single cutter head	10	piece			
41	SCISSORS, symmetrical, blade length: 65mm min	200	pair			
42	STAPLE REMOVER, PLIER-TYPE	50	piece			
43	CALCULATOR, compact, 12 digits	23	Unit			

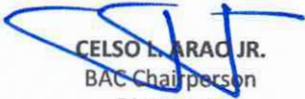
44	PAPER TRIMMER/CUTTING MACHINE, max paper size:B4	3	Unit		
45	CLEARBOOK, 20 transparent pockets, for LEGAL size	9	piece		
46	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	2,321	piece		
47	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	1,397	piece		
48	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	153	piece		
49	Ballpoint Pen, fine point, black	1,403	pcs		
50	Ballpoint Pen, fine point, blue	768	pcs		
51	Ballpoint Pen, fine point, red	42	pcs		
52	Double Adhesive Tape, 1"	154	pcs		
53	MAP PIN, round head, 100 pieces per case	9	box		
54	PUSH PIN, flat head type, assorted colors, 100 pieces per case	19	box		
55	Photopaper (Legal) 20's/pack	18	pack		
56	Sign Here Sticker	425	pads		
57	Storage Box, transparent,120L	59	pcs		
Total Approved Budget = P 988,190.47					

Notes:
**This can be sent through fax. Submission must be two (2) days upon receipt. Late canvass shall be automatically rejected.*
** Price quotations must be inclusive of tax.*

All interested suppliers are requested to **SUBMIT THEIR BIDS** on or before _____ to the DSWD Regional Office, Regional Center, Carig, Tuguegarao City thru:
 *DSWD E-Mail Address at bacsec.fo2@dswd.gov.ph
 *DSWD Regional Bids and Awards Committee

The following suppliers' business documents are required for submission to DSWD BAC Secretariat before bid submission:
 *DTI Business registration
 *Mayor's Permit
 *TAX Clearance
 Others Required: _____

Bids submitted not in consonance with the above stated date, time and place would be rejected.


CELSO L. ARAC JR.
 BAC Chairperson
 Director III

Quoted by: _____

 Registered Business Name

Canvassed By: _____

 Canvasser
 (Signature over printed name)

Printed Name and Signature of Owner/Authorized Representative
Business Address : _____
Date of Submission : _____
Contact No : _____
Terms of Payment : _____
TIN Number : _____
 Philgeps Registration no. _____

ACKNOWLEDGMENT RECEIPT	
Date: _____	
This is to acknowledge receipt of Request for Price Quotation 23-03-0186 from the Department of Social Welfare and Development (DSWD) Field Office 02, Regional Center, Carig, Tuguegarao City, Cagayan	
Name of Company/Supplier/Bidder/Service Provider: _____	
Signature over Printed Name of Representative/Owner	Date Received

