



REPUBLIC OF THE PHILIPPINES
Department of Human Settlements and Urban Development

Kagawaran ng Pananahanang Pantao at Pagpapaunlad ng Kalunsuran

REQUEST FOR QUOTATION

Pursuant to RA 9184, the Department of Human Settlements and Urban Development (DHSUD), Task Force Bangon Marawi (TFBM) would like to request for the supply and delivery of office supplies indicated below:

QTY	Unit	ITEM
25	bxs	Black Ballpen
5	pcs	Correction Tape
5	bxs	Pencil
10	pcs	Post it
48	Bottles	Alcohol
72	rolls	Tissue
10	rms	Copy Paper (Blue)
25	rms	Copy Paper (A4)
3	pcs	Storage Box
22	pcs	Notebook
5	Packs	Battery AAA
2	Bottles	Glue (big bottle)
25	Pcs	Flashdrive (16gb)
1	Box	Brown Envelope
20	Pcs	Scotch tape
4	Bottles	Handwash
5	Bottles	Air Freshener
2	pcs	Extension Wheel Cord (10m)

The Approved Budget for the Contract (ABC) is Forty-Seven Thousand Six Hundred Eighty-Five Pesos (PhP 47,685.00) inclusive of government taxes.

Interested supplier/s may submit their quotation on or before 13 May 2021 addressed to the undersigned:

DIR. JEANETTE E. CRUZ, EnP
OIC, Finance Service
8th Floor, DHSUD Building, Kalayaan Avenue
Corner Mayaman St, Quezon City

For more details, please email us at tfbm.pmo@gmail.com or contact Ms. Ma. Jesieca U. Francisco and Ms. Ivy Jean T. Rawat at cellphone nos. +63927-859-0143 and +63905-2640-725, respectively.

Winning supplier will be required to submit the following documentary requirements prior to issuance of Notice of Award:





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- a. Latest Tax Clearance Certificate;
- b. Latest Income Tax Returns;
- c. Certificate of Registration from PhilGEPS;
- d. Mayor's Permit; and
- e. SEC or DTI Registration

The DHSUD assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals.

The DHSUD reserves the right to accept or reject any or all quotations found to be disadvantageous to the government.

Thank you.

Jeanette E. Cruz
DIR. JEANETTE E. CRUZ, EnP

