DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."	RFQ No. Date:	22- 0352 -NP- SHOPPING 04-May-22	
Company Name:			
Company Address:			
Contact Person:			
Contact No.:			
PhilGEPS Reg. No.:			
Company TIN:			

1		T	1	Bidder's Specifications		
Item No.	Qty.	Unit	Purchaser's Specifications	(Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	5	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
	100	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm			
	30	pack	TISSUE, interfolded paper towel			
	15	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
	20	box	Staple wire standard			
	20	roll	TAPE, TRANSPARENT, width: 24mm (+1mm)			
	30	pieces	CORRECTION TAPE, film base type, UL 6m min			
	5	box	ENVELOPE, EXPANDING for legal size doc			
	10	box	ENVELOPE, mailing, white, 70gsm			
	30	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min			
	30	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
	30	pcs	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
	30	pcs	STAPLER, STANDARD TYPE			
	10	pcs	CALCULATOR, compact, 12 digits			
	100	pcs	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
	8	pcs	4 Door Steel Cabinet			
			*******NOTHING FOLLOWS*****			
			Annual Dudent for the Control			
			Approved Budget for the Contract			
PURPOS			(ABC): PhP 88,130.07			

HRMDD - for HRMDD use PURPOSE:

PR No. 22-04-0352
IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) upon receipt of the P.O.

FAILURE to sign the original P.O means that the bidder

is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

ARNEL V. RADAZA	
Procurement Officer	

Supplier
Signature over Printed Name

Company Name: Company Address: Contact Person: Contact No.: Philgeps Reg. No.: Company TIN:	F	RFQ No.: Date:	22- 0352 -NP- SHOPPING 04-May-22				
Sir/Madam:							
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A . Failure to indicate information could be basis for non – compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.							
If you are the exclusive manufacturer, distributor or agent in the Philippin notarized certification to this effect.	es for the goods listed in Annex A p	lease atta	ch in your quotation a duly				
As a condition for award, you will be required to submit your Mayor's/E in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number		Platinum N	Nembership may be submitted				
Please accomplish and submit this form together with Annex A and all the required documents to DSWD – BAC Secretariat at Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to bac.fo10@dswd.gov.ph not later than of Ouotations submitted to different email address as stated above shall not be considered for evaluation.							
			Very Truly Yours,				
			ARNEL V. RADAZA				
Terms and Conditions:			DSWD 10 Procurement Officer				
Award shall be made on per: Quotation validity shall be	Item Basis Total Quoted Price		Lot Basis				
Goods/Services shall be delivered/conducted within DSWD Field Office 10	-						
5. Terms of Payment: 15-30 days after the inspections							
Payment through LDDAP-ADA (List of Due and Demandable Accounts	Payable-Advice to Debit Account).						
Account Name:	Account	Number:					
Bank Name							
*Note: Non Land Bank of the Philippines accounts shall be charged a service fe	e.						
6. Liquidated Damages/Penalty: In case of failure to make full delivery w be at least equal to one-tenth of one percent (0.001) of the cost of the u liquidated damages reaches ten (10%) of the amount of the contract, th	nperformed portion for every day o Procuring Entity may rescind or te	f delay. O	nce the cumulative amount of				
to other courses of action and remedies available under the circumstance	es.						
7. For goods, please indicate brand, model and country of origin.8. In case of discrepancy between unit cost and total cost, unit cost shall p	rovail						
Please indicate Warranty	nevan.						
10. In case of a tie, the contract shall be awarded to the supplier or service	e provider who first submitted its au	uotation.					
11. NOTE: "Prospective supplier must be registered at the Philippine Gove			GEPS). You may visit the				
ARNEL V. RADAZA							
Procurement Officer							