

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. 22-377 -NP-SHOPPING

Date: 05/20/22

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Reg. No.: _____
 Company TIN: _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
	30	gallon	Alcohol 70% ethyl			
	120	roll	Tissue Paper			
	10	bot.	Toilet bowl & urinal cleaner 900ml			
	143	box	Bond Paper, A4			
	55	pcs	Certificate holder, 8.5 x11			
	5	box	Correction tape, 10meters, 48pcs/box			
	40	ream	Folder, ordinary, legal size, 100/box			
	20	piece	Filer jumbo with cover			
	10	roll	Masking tape 3 inches			
	10	roll	Masking tape 2 inches			
	30	box	Paper clip, 50mm			
	100	piece	Plastic folder, legal size 14' (green)			
	30	pack	parchment paper A4 25pcs/pack			
	5	piece	Puncher, heavy duty, 7cm			
	50	box	Signpen, black, one (1) dozen per box			
	15	piece	Stamp pad, felt pad, #2			
	50	box	Staple wire, standard, #35			
	50	piece	Stapler with staple remover, heavy duty			
	50	roll	Scotch tape 2"			
	30	roll	Tape, packaging 3in x 100m			
	15	bottle	White glue easy squeeze, 118ml			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract (ABC): PhP 473,092.00			

PURPOSE: 4Ps - For staff use of Pantawid Pamilya Pilipino Program for 2nd quarter of 2022-CSE

PR No. 22-04-0377

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: _____

RFQ No.: 22-377 -NP-SHOPPING
Date: 05/20/22

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 Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.

As a condition for award, you will be required to submit your Mayor's/Business Permit. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

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 _____. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

ARNEL V. RADAZA

DSWD 10 Procurement Officer

Terms and Conditions:

1. Award shall be made on per: Item Basis Total Quoted Price Lot Basis
2. Quotation validity shall be _____
3. Goods/Services shall be delivered/conducted within _____
4. Place of Delivery 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 fee.

6. Liquidated Damages/Penalty: *In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.*
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 prevail.
9. Please indicate Warranty _____
10. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
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ARNEL V. RADAZA
Procurement Officer
