

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. 22-0851-SHOPPING

Date: 22-Jul-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
	20	PAD	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min			
	20	PAD	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min			
	20	PAD	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min			
	260	REAMS	PAPER, multi-purpose(copy) A4, 70 gsm			
	260	REAMS	PAPER, multi-purpose(copy) Legal, 70 gsm			
	80	BOX	STAPLE WIRE, standard (26/6)			
	20	ROLL	TAPE, MASKING, width: 24mm (±1mm)			
	20	ROLL	TAPE, MASKING, width: 48mm (±1mm)			
	10	CAN	AIR FRESHENER, aerosol, 280ml/150g min			
	20	BOX	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc			
	50	BOX	FASTENER, METAL, 70mm between prongs			
	20	BUNDLE	FOLDER, FANCY, for legal size documents			
	20	PACK	FOLDER, TAGBOARD, for legal size documents			
	20	SET	MARKER, FLOURESCENT, 3 assorted colors per set			
	80	PIECE	MARKER, PERMANENT, bullet type, black			
	20	BOX	PAPER CLIP, vinyl/plastic coat, length: 32mm min			
	20	BOX	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
	20	BOX	PENCIL, lead, w/ eraser, wood cased, hardness: HB			
	20	BOX	RUBBER BAND, 70mm min lay flat length (#18)			
	100	PIECE	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
	50	PAIR	SCISSORS, symmetrical, blade length: 65mm min			
	30	PIECE	STAPLER, STANDARD TYPE, load cap: 200 staples min			
	100	PIECE	CLEARBOOK, 20 transparent pockets, for LEGAL size			
	100	PIECE	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract:			
			(ABC): PhP 134,323.30			

PURPOSE: Social Pension Supply for 2nd Semester

PR No. 2022-06-0851

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.

Supplier**MELPE JEAN B. MAGHANOY**

Procurement Officer

Signature over Printed Name

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

RFQ No.: 22-0851-SHOPPING
Date: 22-Jul-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 the following documentary requirements:

* Accomplished Quotation (for goods or infra)/Proposal (for consulting)

* Mayor's Permit (for sole proprietorships, corporations, partnerships or joint ventures) or BIR Registration Certificate (for individuals)

* PhilGEPS Registration No.

* PCAB license (for infra)

* Income/Bussines Tax Returns for Contract with an ABC amounting above Php. 500k

*Notarized Omnibus Sworn Statement for contracts with an ABC amounting to above Php. 50,000.00

Note:Submission of PhilGEPS Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPS Reg. No.

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,

MELPE JEAN B. MAGHANOY

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.
11. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website _____"

MELPE JEAN B. MAGHANOY

Procurement Officer