

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. 23- 1864 -SHOPPING
Date: 04-Dec-23

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
	32	CARTRIDGE	CANON 810 BLACK (GENUINE)			
	30	CARTRIDGE	CANON 811 COLORED (GENUINE)			
	65	BOTTLE	EPSON 003 BLACK			
	65	BOTTLE	EPSON 003 CYAN			
	65	BOTTLE	EPSON 003 MAGENTA			
	65	BOTTLE	EPSON 003 YELLOW			
	10	CARTRIDGE	HP SMART TANK 615 CARTRIDGE			
	20	TONER	HP 85 A			
	70	TONER	HP SMART TANK INK GP 52 BLACK			
	70	TONER	HP SMART TANK INK GP 52 CYAN			
	70	TONER	HP SMART TANK INK GP 52 YELLOW			
	70	TONER	HP SMART TANK INK GP 52 MAGENTA			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 427,920.00			

PURPOSE: 4PS - 4PS RPMO AND POO USE (ADDITIONAL)

PR No. 2023-11-1864

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.:

23- 1864 -SHOPPING

Date:

04-Dec-23

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.

- * Mayor's Permit
- * PhilGEPS Registration No.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to procurement.dswd.fo10@gmail.com not later than **5:00 PM** of **DECEMBER 8, 2023**. 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

6 Months
3. Goods/Services shall be delivered/conducted within

15-30 working days upon receipt of PO
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.

website at www.philgeps.gov.ph and register for free.”

ARNEL V. RADAZA

Procurement Officer

Signature over Printed Name

PROOF OF RECEIPT

Quotation No: 23- 1864 -SHOPPING
Items: CANON 810 BLACK (GENUINE)
Purpose: 4PS - 4PS RPMO AND POO USE (ADDITIONAL)

Company Name	Representative	Position / Designation	Date	Signature

Canvasser