

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

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.:** 24-0276-NP-SVP  
**Date:** 4 Apr 2024

**Company Name:** \_\_\_\_\_  
**Company Address:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Contact No.:** \_\_\_\_\_  
**PhilGEPS Reg. No.:** \_\_\_\_\_  
**Company TIN:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
			<b>SUPPLY AND DELIVERY OF:</b>			
	30	PC	TONER BLACK, 283A LASER JET M127 (Free use of 3 in 1 Printer)			
	2	PC	Toner - 83A (HP Laserjet M125a)			
	30	PC	TONER BLACK, CE278A; HP LaserJet 1536dnf MFP (Free use of 3 in 1 Printer)			
			<b>*****NOTHING FOLLOWS*****</b>			
			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 157,700.00</b>			

**PURPOSE:** FMD - for FMD use

**PR No.** 24-0276-NP-SVP

**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: \_\_\_\_\_  
Email Address: \_\_\_\_\_

RFQ No. 24-0276-NP-SVP  
Date: 04-Apr-24

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
- \* 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 – Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to [bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph) not later than **5:00 PM on April 8, 2024**. 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.
11. 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](http://www.philgeps.gov.ph) and register for free."

**ARNEL V. RADAZA**  
Procurement Officer

\_\_\_\_\_  
**Supplier**  
Signature over Printed Name

Republic of the Philippines  
**Department of Social Welfare and Development**  
Field Office No. 10  
Cagayan de Oro City

**PROOF OF RECEIPT**

**Quotation No:** 24-0276-NP-SVP

**Items:** TONER BLACK, 283A LASER JET M127 (Free use of 3 in 1 Printer)

**Purpose:** FMD - for FMD use

<b>Company Name</b>	<b>Representative</b>	<b>Position / Designation</b>	<b>Date</b>	<b>Signature</b>

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Canvasser