

**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](http://www.philgeps.gov.ph) and register for free."

**RFQ No.:** 24-0452-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
			SUPPLY AND DELIVERY OF:			
	2	BOX	AMBROXOL 30mg TABLET			
	1	BOX	DICYCLOVERINE 10mg TABLET			
	2	BOX	LOSARTAN 50mg TABLET 100's / BOX			
	2	BOX	AMLODIPINE 5mg TABLET 100's / BOX			
	2	BOX	PARACETAMOL 500mg 100's / BOX			
	2	BOX	MEFENAMIC ACID 500mg TABLET 100's/ BOX			
	2	BOX	ALUMINUM MAGNESIUM 200mb/10mg TABLET 100's/ BOX			
	2	BOX	LOPERAMIDE 2mg CAPSULE 100's/ BOX			
	10	PCS	CLOTRIMAZOLE 1% CREAM 20g			
	2	BOX	CELECOXIB 200mg CAPSULE 100's / BOX			
	2	BOX	CITIRIZINE 10mg TABLET 100's / BOX			
	2	BOX	BAND AID 100 STRIPS/PACK			
	3	BOX	ADHESIVE TAPE 1/2 INCH 12's / BOX			
	3	BOX	ADHESIVE TAPE 1 INCH 24's/ BOX			
	15	PCS	ELASTIC BANDAGE 4 INCHES X 5 YARDS/PC			
	20	BOX	GLUCOSE TEST STRIPS 25's / BOX			
	2	BOX	OMEPRAZOLE 2mg CAPSULE			
	10	PCS	TOBRAMYCIN DEXAMETHASONE 3MG/1MG 5ML			
	10	PCS	TOBRAMYCIN SULFATE 0.3% W/V 5ml			
	200	GAL	ALCOHOL 70%			
	2	PCS	PERMETHRIN 50mg/ml 60ml			
	10	PACK	COTTON BALLS 300 PCS/PACK			
	10	BOT	POVIDONE IODINE THROAT SPRAY			
	2	BOX	HYOSCINE BUTYLBROMIDE 100's / BOX			

	10	BOT	PROVIDONE IODINE WOUND SOLUTION 120ml			
	10	PACK	COTTON BUDS 200 TIPS			
	2	BOX	NON STERILE GAUZE PAD 4X4 100PCS/PACK			
	2	BOX	ROSUVASTATINE CALCIUM 20mg TABLET 100's / BOX			
	2	BOX	ALLOPURINOL 100MG TABLET 100's /BOX			
	2	BOX	ACETYLCYSTEINE 600mg EFFERVERSCENT TABLET 10's			
	100	BOT	DISINFECTANT AEROSOL 340g			
	40	PCS	N95 MASK/PC			
	3	BOX	EXAMINATION GLOVES LARGE			
	15	PACK	DICHOROBENZYL ALCOHOL AMYLMETACRESOL 8 LOZENGES			
	2	BOX	MECLIZINE HCL CHEWABLE TABLE			
			*****NOTHING FOLLOWS*****			
			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 199,504.40</b>			

**PURPOSE:**

HRMDD-WELFARE UNIT - For Staff use

**PR No.**

2024-04-0452

**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. 24-0452-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:** 24-0452-NP-SVP  
**Items:** AMBROXOL 30mg TABLET  
**Purpose:** HRMDD-WELFARE UNIT - For Staff use

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

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**Canvasser**