

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.: 25-0051-NP-SVP

Date: 2025-2-7

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
			SUPPLY AND DELIVERY OF:			
	70	btl	INK, EPSON 003, BLACK, genuine 100% Authentic			
	50	btl	INK, EPSON 003, CYAN, genuine 100% Authentic			
	50	btl	INK, EPSON 003, MAGENTA, genuine 100% Authentic			
	50	btl	INK, EPSON 003, YELLOW, genuine 100% Authentic			
	50	pc	MARKER, PERMANENT, broad tip, black			
	50	pc	MARKER, PERMANENT, broad tip, black FINE			
	10	btl	MARKER INK, PERMANENT, black, refill			
	30	box	PAPER FASTENER, PLASTIC, STANDARD, 50 pcs/box 7cm			
	3	box	ENVELOPE, EXPANDING, WITH GARTER LEGAL/LONG SIZE, ASSORTED COLORS, 100pcs/box			
	20	pack	SPECIALTY/VELLUM BOARD, A4, 180gsm, 100 sheets/pack			
	600	pc	CERTIFICATE HOLDER, A4			
	1000	pc	NAME TAG, W/ SLING PVC type			
	2	bndl	METACARDS, 5.5" x 8.5", LIGHT/PASTEL COLORS, 120gsm min, 500 sheets/bundle			
	5	pc	CLIPBOARD, A4, PLASTIC			
	500	pc	NOTEBOOK, Journal Notebook, Spiral, Kraft Cover, size A5, 50 leaves			
	22	pc	STAMP, SELF-INKING, CUSTOM TEXT, 56-60mm x 18-23mm			
	200	pc	CORRECTION TAPE, film base type, UL 20m 5mm X 20meters			
	100	pad	NOTE PAD, stick on, 0.5-0.6" x 2" 100 sheets per pad			
	20	btl	GLUE, all-purpose, with nozzle, 130mL min			

	200	pc	DOCUMENT STORAGE (CORRUGATED) BOX, WITH HANDLE SLOTS, WITH LID (Size: 11x13x16 inches)			
	5	roll	TAPE, DUCT, width: 48mm (±1mm), 10m			
	20	pc	CERTIFICATE FRAME, with glass, black frame, for A4 size			
			***** NOTHING FOLLOWS *****			
			<i>Note: -</i>			
			Approved Budget for the Contract			
			(ABC): PhP 384,580.00			

PURPOSE: for SFP OFFICE USE, NON CSE

PR No. 2025-02-0051

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 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. 25-0051-NP-SVP
 Date: 2025-2-7

Sir/Madame

Please quote your government price/s including delivery charges, VAT or 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 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 Quotations (for goods or infra)/ Proposal (for consulting)

* Income/Business Tax Return for Contract with an ABC amounting above Php.500k

* Mayor's Permit

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

* PhilGEPS Registration No.

* PCAB License (for infra)

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

5:00pm on FEB 11 2025
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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 CD after date of receipt of PO
 4. Place of Delivery: Field Office 10
 5. Delivery Term: Cut-off Time for Deliveries during Office Hours
 8 AM - 4 PM - Monday to Thursday
 8 AM - 12 NN - Friday

For delivery arrangements, please contact the Contract Implementation Unit to confirm the schedule.

Mai2x- 09954312982
 Nadj- 09286163107
 Froilan- 09519204261

6. Terms of Payment: 15-30 CD after date of Final Inspection

Payment through **LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account)**.
 Account Name: _____
 Bank Name: _____ Account Number: _____

*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.

7. Liquidated Damage/Penalty: *In case of failure to make full delivery within the time specified above, the amount of Liquidated damages shall be at least equal to one-tenth of one percent (0.01) 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.*

8. For goods, please indicate brand, model and country of origin.
 9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty
 11. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.

12. NOTE: "Prospective supplier must be registered at the Philippines Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at 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 Worker and Development
Field Office No. 10
Cagayan de Oro City

PROOF OF RECEIPT

Quotation No: 25-0051-NP-SVP

Items:

Purpose: for SFP OFFICE USE, NON CSE

Company Name	Representative	Position/ Designation	Date	Signature

Canvasser