

## 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.: 25-0092-NP-SVP

Date: 2025-2-24


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:			
	50	bndl	METACARDS, 5.5" x 8.5", LIGHT/PASTEL COLORS, 120gsm min, 500 sheets/bundle			
	55	box	BALLPEN, Black, 100 pcs/box			
	203	pc	MARKER, PERMANENT, broad tip, black			
	200	pc	MARKER, PERMANENT, broad tip, black BROAD, BLUE			
	1	pc	WHITEBOARD, DOUBLE-SIDED, DRY ERASE BOARD, WITH WHEELS, 3ft x 6ft			
	5	pc	HARD DRIVE, SOLID STATE (SSD), EXTERNAL, 1TB			
			***** NOTHING FOLLOWS *****			
			Note: -			
			Approved Budget for the Contract			
			(ABC): PhP 192,940.00			

**PURPOSE:** Supply and Delivery of Non-Common-Use Supplies for KC-PMNP CY 2025

**PR No.** 2025-02-0092

**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. RABAZA**  
 Procurement Officer

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

Company Name: \_\_\_\_\_  
 Company Address: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Philgeps Reg. No.: \_\_\_\_\_  
 Company TIN: \_\_\_\_\_

RFQ No. 25-0092-NP-SVP  
 Date: 2025-2-24

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.

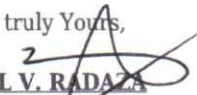
**As a condition for award, you will be required to submit the following documentary requirements:**

- \* Accomplished Quotations (for goods or infra)/ Proposal (for consulting)
- \* Mayor's Permit
- \* PhilGEPS Registration No.
- \* PCAB License (for infra)
- \* Income/Business Tax Return 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 \_\_\_\_\_. Quotations submitted to different email address as stated above shall not be considered for evaluation.

5:40 PM on FEB 20 2025

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: \_\_\_\_\_ Account Number: \_\_\_\_\_  
 Bank Name: \_\_\_\_\_

**\*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 (PhulGEPS). 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 Worker and Development  
Field Office No. 10  
Cagayan de Oro City

**PROOF OF RECEIPT**

Quotation No: 25-0092-NP-SVP

Items:

Purpose: Supply and Delivery of Non-Common-Use Supplies for KC-PMNP CY 2025

Company Name	Representative	Position/ Designation	Date	Signature

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**Canvasser**