

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

RFQ No. 25-0588-SHOPPING  
Date: 30-Apr-25

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:			
	60	BTL	ALCOHOL, ETHYL 68%-72%, 500ml (±5ml)			
	600	PC	SIGN PEN, EXTRA FINE TIP, BLACK, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
	60	PC	SIGN PEN, EXTRA FINE TIP, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
	50	ROLL	TAPE, MASKING, WIDTH: 24mm (±1mm), 50m			
	30	ROLL	TAPE, PACKAGING, WIDTH: 48mm (±1mm), 50m			
	60	ROLL	TAPE, TRANSPARENT, WIDTH: 24mm (±1mm), 50mm			
	58	BOX	CLIP, BACKFOLD, ALL METAL, CLAMPING: 19mm (±1mm), 12 pcs/box			
	60	BOX	CLIP, BACKFOLD, ALL METAL, CLAMPING: 25mm (±1mm), 12 pcs/box			
	60	BOX	CLIP, BACKFOLD, ALL METAL, CLAMPING: 32mm (±1mm), 12 pcs/box			
	30	BOX	CLIP, BACKFOLD, ALL METAL, CLAMPING: 50mm (±1mm), 12 pcs/box			
	150	PC	CORRECTION TAPE, FILM BASE TYPE, UL 6m min			
	30	PC	MARKER, WHITEBOARD, BLACK, FELT TIP, BULLET TYPE			
	60	BOX	PAPER FASTENER, METAL, 50 pcs/box			
	24	PC	PUNCHER, PAPER, HEAVY DUTY, with TWO-HOLE GUIDE			
	2	PACK	CARTOLINA, ASSORTED COLORS, 20 PIECES OF ASSORTED COLORS PER PACK			
	120	PACK	TISSUE, INTERFOLDED PAPER TOWEL, 150-180 PULLS PER PACK			
	60	PACK	TOILET TISSUE PAPER, 2PLY, 12 ROLLS IN A PACK			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			

			(ABC): PhP 72,940.00			
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PURPOSE: ID/WGP - FOR USE OF WGP STAFF

PR No. 2025-04-0588

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.:

25-0588-SHOPPING

Date:

30-Apr-25

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](mailto:procurement.dswd.fo10@gmail.com) not later than **5:00 PM on May 5, 2025**. 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.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 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.

7. 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.

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.

website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.”

ARNEL V. RADAZA  
Procurement Officer

Signature over Printed Name

PROOF OF RECEIPT

Quotation No: 25-0588-SHOPPING  
Items: ALCOHOL, ETHYL 68%-72%, 500ml (±5ml)  
Purpose: ID/WGP - FOR USE OF WGP STAFF

Company Name	Representative	Position / Designation	Date	Signature

\_\_\_\_\_  
Canvasser