

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 and register for free."

RFQ No.

Date:

Company Name: _____

Company Address: _____

Contact Person: _____

Contact No.: _____

PhilGEPS Reg. No.: _____

Company TIN: _____

Lot No.	Qty.	Unit	Purchaser's Specifications	Unit Cost per Item	Bidder's Specifications (Please fill out the detailed specifications in the provided)	Unit Cost	Total Cost
	10	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3")				
	10	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4")				
	10	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") m				
	130	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm				
	130	reams	PAPER, Multi-Purpose (COPY) Legal 70 gsm				
	40	box	STAPLE WIRE, STANDARD, (26/6)				
	10	rolls	TAPE, MASKING, width: 24mm (+1mm)				
	10	rolls	TAPE, MASKING, width: 48mm (+1mm)				
	5	can	AIR FRESHENER, aerosol, 280ml/150g min				
	9	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.				
	50	piece	FLASH DRIVE, 16GB capacity				
	30	unit	MOUSE, WIRELESS, USB				
	10	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal				
	25	box	FASTENER, METAL, 70mm between prongs				
	10	bundle	FOLDER, FANCY, for legal size documents				
	10	pack	FOLDER, TAGBOARD, for legal size documents				
	10	set	MARKER, FLUORESCENT, 3 assorted colors per				
	40	piece	MARKER, PERMANENT, bullet type, black				
	10	box	PAPER CLIP, vinyl/plastic coat, length:32mm m				
	10	box	PAPER CLIP, vinyl/plastic coat, length:50mm m				
	10	box	PENCIL, lead, w/eraser, wood cased, hardness				
	10	box	RUBBER BAND, 70mm min lay flat length (#18)				
	50	piece	STAMP PAD, FELT, bed dimension: 60mm x 100				
	50	piece	PUNCHER, paper, heavy duty, with two hole gui				
	50	pair	SCISSORS, symmetrical, blade length: 65mm m				
	30	piece	STAPLER, STANDARD TYPE, load cap: 200 stap				
	50	unit	CALCULATOR, compact, 12 digits				
	50	piece	CLEARBOOK, 20 transparent pockets, for LEGAL				
	50	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle				
			*****NOTHING FOLLOWS*****				

PURPOSE: _____

PR No. _____
 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

 Signature over Printed Name

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No. : _____
Philgeps Reg. No. : _____
Company TIN: _____

RFQ No.:

Date:

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.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD – BAC Secretariat at 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 _____ of _____. 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 _____
3. Goods/Services shall be delivered/conducted within _____
4. Place of Delivery _____
5. Terms of Payment: _____

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account).

Account Name: _____ Account Number: _____

Bank Name _____ Branch: _____

*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

ARNEL V. RADAZA
Procurement Officer

(Signature Over Printed Name) SUPPLIER