

## 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.** 22- 371 -NP- Shopping  
**Date:** 05/17/22

**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
	13	pad	NOTE PAD, stick on, 50mm x 76mm ( 2" x 3") min			
	135	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
	30	box	STAPLE WIRE, STANDARD, (26/6)			
	5	piece	EXTERNAL HARD DRIVE, 1TB, 2.5"HD, USB 3.0			
	3	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc			
	10	bundle	FOLDER, FANCY, for legal size documents			
	10	pack	FOLDER, TAGBOARD, for legal size documents			
	10	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min			
	10	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
	10	box	PENCIL, lead, w/eraser, wood cased, hardness: HB			
	10	box	RUBBER BAND, 70mm min lay flat length ( #18 )			
	40	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
	20	piece	PUNCHER, paper, heavy duty, with two hole guide			
	20	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min			
	20	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 117,741.50			

PURPOSE: Social Pension - For Social Pension 2nd Quarter supply use

PR No. 22-04-0371

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:** \_\_\_\_\_

**RFQ No.:** 22- 371 -NP- Shopping

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

Date: 05/17/22

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](mailto: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:**

- Award shall be made on per:  Item Basis Total Quoted Price  Lot Basis
  - Quotation validity shall be \_\_\_\_\_
  - Goods/Services shall be delivered/conducted within \_\_\_\_\_
  - Place of Delivery DSWD Field Office 10 \_\_\_\_\_
  - 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.
- 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.*
  - For goods, please indicate brand, model and country of origin.
  - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
  - Please indicate Warranty \_\_\_\_\_
  - In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
  - NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the

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Procurement Officer \_\_\_\_\_