

**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.:** 23- 1493 -NP-SVP

**Date:** 19 Sep 2023

**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
	1	BET	FOLDABLE FRAME 5 COLUMNS (6FT X 3FT EACH COLUMN) WITH ABACA TEXTURE DESIGN			
	24	PIECE	SINTRA BOARD DISPLAY 2FT X 2FT SINTRA BOARD FOR BOX DISPLAYS			
	180	PIECE	LANYARD FOR SLP STAFFS PRINTING : SUBLIMATION SIZE: 1"X36" WITH PLASTIC CENTER LOCK			
	1,700	PIECE	STICKER - 8.5" X 2" STICKERS FOR INDIVIDUAL BENEFICIARIES			
	450	PIECE	TARPAULIN - 3FT X 6FT TARPAULINS FOR SLP ASSOCIATIONS			
	2,005	PIECE	TRI-FOLD BROCHURES / FLYERS - 13" X 8.5" BROCHURES			
	10	PIECE	BADGE - 18" X 20" , 2-3 MM SINTRA BOARD, MATTE LAMINATED AND FULL COLOR			
	102	PIECE	FOLDER - 10" X 14" , 250-270 GSM BOARD, FULL COLOR (BACK TO BACK) - WITH DIE CUT FLAG			
	50	PIECE	FAN - 10" X 10" 250-270 GSM BOARD, FULL COLOR (BACK TO BACK)			
			*****NOTHING FOLLOWS*****			
			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 330,000.00</b>			

**PURPOSE:** PROMOTIVE - SLP - FOR SPREADING AWARENESS OF THE SUSTAINABLE LIVELIHOOD PROGRAM THROUGH PRINT MATERIALS

**PR No.** 2023-09-1493

**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

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**Supplier**  
Signature over Printed Name

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

**RFQ No.** 23- 1493 -NP-SVP  
**Date:** 19-Sep-23

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 the following documentary requirements:**

- \* **Accomplished Quotation (for goods or infra)/Proposal (for consulting)**
- \* **Mayor's Permit**
- \* **PhilGEPS Registration No.**
- \* **PCAB license (for infra)**
- \* **Income/Bussines Tax Returns 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 **SEPTEMBER 25,2023 AT 5:00 PM**. 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. 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.**

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 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 Welfare and Development**  
Field Office No. 10  
Cagayan de Oro City

**PROOF OF RECEIPT**

**Quotation No:** 23- 1493 -NP-SVP

**Items:** FOLDABLE FRAME 5 COLUMNS (6FT X 3FT EACH COLUMN) WITH ABACA TEXTURE DESIGN

**Purpose:** PROMOTIVE - SLP - FOR SPREADING AWARENESS OF THE SUSTAINABLE LIVELIHOOD PROGRAM THROUGH PRINT MATERIALS

Company Name	Representative	Position / Designation	Date	Signature

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Canvasser