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.	23- 1649 -SHOPPING B		
Date:	06-Nov-23		

Company Name:	
Company Address:	
Contact Person:	
Contact No.:	
PhilGEPS Reg. No.:	
Company TIN:	

Bidder's Specifications Item (Please fill out the detailed Unit Unit Cost Total Cost Qty. **Purchaser's Specifications** specifications in the space No. provided) 100 BOX BOND PAPERS, A4 SIZE GSM 80-90 BOND PAPERS, LEGAL SIZE GSM 80вох 100 90 ********NOTHING FOLLOWS***** Approved Budget for the Contract (ABC): PhP 290,000.00 4PS - 4PS ADDITIONAL FOR POO AND MOO USE 2ND SEM 2023 PURPOSE:

PR No. 2023-10-1649

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:	

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 <u>procurement.dswd.fo10@gmail.com</u> not later than <u>5:00 PM</u> of <u>NOVEMBER 10,</u> <u>2023</u>. Quotations submitted to different email address as stated above shall not be considered for evaluation.

Very Truly Yours,

23- 1649 -SHOPPING B

06-Nov-23

RFQ No.: Date:

ARNEL V. RADAZA

DSWD 10 Procu	rement Officer
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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 deliver	red/conducted within	15-30 working days upo	on receipt of PO
4. Place of Delivery DSWD Fiel	d Office 10		
5. Terms of Payment:	15-30 days after the inspections		
Payment through LDDAP-ADA	(List of Due and Demandable Accounts Pa	ayable-Advice to Debit Account).	
Account Name:		Account l	Number:
Bank Name			
*Note: Non Land Bank of the Philip	ppines 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.

website at www.philgeps.gov.ph and register for free."

ARNEL V. RADAZA

Procurement Officer

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- 1649 -SHOPPING BItems:BOND PAPERS, A4 SIZE GSM 80-90Purpose:4PS - 4PS ADDITIONAL FOR POO AND MOO USE 2ND SEM 2023

Company Name	Representative	Position / Designation	Date	Signature

Canvasser