

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.:** 23-1807-NP-SVP  
**Date:** 29 Nov 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
	LOT 1		SUPPLY AND DELIVERY OF:			
	80	PIECE	T-SHIRTS - WHITE COTTON LARGE TEEN SIZE FOR BOYS			
	50	PIECE	T-SHIRTS - WHITE COTTON MEDIUM TEEN SIZE FOR BOYS			
	40	PIECE	T-SHIRTS - WHITE COTTON SMALL TEEN SIZE FOR BOYS			
	10	PIECE	T-SHIRTS - WHITE COTTON EXTRA LARGE TEEN SIZE FOR BOYS			
	70	PIECE	UNDERWEAR/BRIEF - WHITE COTTON MEDIUM TEEN SIZE FOR BOYS			
	60	PIECE	UNDERWEAR/BRIEF - WHITE COTTON LARGE TEEN SIZE FOR BOYS			
	40	PIECE	UNDERWEAR/BRIEF - WHITE COTTON SMALL TEEN SIZE FOR BOYS			
	10	PIECE	UNDERWEAR/BRIEF - WHITE COTTON EXTRA LARGE TEEN SIZE FOR BOYS			
	60	PIECE	SHORTS - ASSORTED COLOR FREE SIZE FOR TEENS UNISEX			
	20	PIECE	JOGGER PANTS - BLACK LARGE TEEN SIZE			
	20	PIECE	T-SHIRTS - SIZE SMALL ASSORTED COLOR UNISEX FOR TEENS			
	20	PIECE	T-SHIRTS - SIZE MEDIUM ASSORTED COLOR UNISEX FOR TEENS			
	10	PIECE	T-SHIRTS - SIZE LARGE ASSORTED COLOR UNISEX FOR TEENS			
	55	PIECE	SLIPPERS - RUBBER SIZE 9 ASSORTED COLOR FOR TEENS BOYS			
	65	PIECE	SLIPPERS - RUBBER SIZE 10 ASSORTED COLOR FOR TEENS BOYS			
	35	PIECE	SLIPPERS - RUBBER SIZE 11 ASSORTED COLOR FOR TEENS BOYS			
	10	PIECE	SLIPPERS - RUBBER SIZE 12 ASSORTED COLOR FOR TEENS BOYS			

	95	PIECE	PILLOW - SIZE 18x28 INCHES CO			
	100	PIECE	TOWEL - BATH TOWEL SIZE 27x54 or 25x51 INCHES COTTON WHITE			
	60	PIECE	PILLOW CASES - SIZE 20x30 INCHES ASSORTED COLOR			
	60	PIECE	BED SHEET - SIZE SINGLE FITTED SHEET ASSORTED COLOR			
	60	PIECE	BLANKET - L203.2 x W228.6 x H5.08 cm COTTON ASSORTED COLOR			
	10	PIECE	SHORTS - SIZE MEDIUM UNISEX FOR TEENS ASSORTED COLOR			
	20	PIECE	SHORTS - SIZE LARGE UNISEX FOR TEENS ASSORTED COLOR			
	10	PIECE	SHORTS - SIZE EXTRA LARGE UNISEX FOR TEENS ASSORTED COLOR			
	10	PIECE	PAJAMA - SIZE MEDIUM FOR TEEN BOYS ASSORTED COLOR			
	20	PIECE	PAJAMA - SIZE LARGE FOR TEEN BOYS ASSORTED COLOR			
	10	PIECE	PAJAMA - SIZE EXTRA LARGE FOR TEEN BOYS ASSORTED COLOR			
	10	PIECE	POLO SHIRT - SIZE MEDIUM FOR TEEN BOYS ASSORTED COLOR			
	20	PIECE	POLO SHIRT - SIZE LARGE FOR TEEN BOYS ASSORTED COLOR			
	10	PIECE	POLO SHIRT - SIZE EXTRA-LARGE FOR TEEN BOYS ASSORTED COLOR			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 375,392.00			

PURPOSE:

RJJWC - X - FOR THE IMPLEMENTATION OF SUPPORT TO BPA PROJECT IN REGION 10

PR No.

2023-11-1807

**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:

RFQ No.

23-1807-NP-SVP

Date:

29-Nov-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 **5:00 PM on DECEMBER 4, 2023.** 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:** 23-1807-NP-SVP  
**Items:** T-SHIRTS - WHITE COTTON LARGE TEEN SIZE FOR BOYS  
**Purpose:** RJJWC - X - FOR THE IMPLEMENTATION OF SUPPORT TO BPA PROJECT IN REGION 10

Company Name	Representative	Position / Designation	Date	Signature

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**Canvasser**