

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- 0255 - NP-SHOPPING

Date: 07-Mar-23

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
	150	PIECE	NOTEBOOK, STENOGRAPHER, SPIRAL, 40 LEAVES			
	60	REAMS	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
	60	REAMS	PAPER, MULTI-PURPOSE (COPY) A4, 70gsm			
	60	REAMS	PAPER, MULTI-PURPOSE (COPY)Legal, 70 gsm			
	15	BOX	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose			
	10	BOOK	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
	25	PACK	TOILET TISSUE PAPER, 2-ply, 100% recycled			
	25	PACK	TISSUE, interfolded paper towel			
	10	JAR	GLUE, all purpose, gross weight: 200 grams min			
	30	BOX	STAPLE WIRE, STANDARD, (26/6)			
	10	ROLL	TAPE, MASKING, width: 24mm (+1mm)			
	10	ROLL	TAPE, TRANSPARENT, width: 24mm (+1mm)			
	5	PIECE	RULER, PLASTIC, 450mm (18"), width: 38mm min			
	3	PIECE	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0			
	5	PIECE	FLASH DRIVE, 16 GB Capacity			
	50	PIECE	CORRECTION TAPE, film base type, UL 6m min			
	5	BOX	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc			
	200	PIECE	ENVELOPE, EXPANDING, PLASTIC, 0.50mm THICKNESS MIN			
	3	BOX	ENVELOPE, mailing, white, with window			
	10	PIECE	FILE ORGANIZER, EXPANDING, PLASTIC, 12 POCKETS			
	10	PACK	FOLDER, L-TYPE, PLASTIC, for legal size documents			
	10	PACK	FOLDER, TAGBOARD, for A4 size documents			
	5	PACK	FOLDER, TAGBOARD, for LEGAL size documents			

20	PIECE	MARKER, PERMANENT, BULLET TYPE, BLACK			
20	PIECE	MARKER, PERMANENT, BULLET TYPE, BLUE			
20	PIECE	MARKER, PERMANENT, BULLET TYPE, RED			
15	BOX	PAPER CLIP, VINYL/PLASTIC COAT, LENGTH: 32 mm min			
15	BOX	PAPER CLIP, VINYL/PLASTIC COAT, LENGTH: 50 mm min			
50	BOX	PENCIL, lead, w/ eraser, wood cased, hardness: HB			
6	PIECE	CUTTER BLADE, for heavy duty cutter			
2	PIECE	PENCIL SHARPENER, MANUAL, SINGLE CUTTER HEAD			
1	PIECE	PUNCHER, PAPER, HEAVY DUTY, WITH TWO HOLE GUIDE			
6	PIECE	STAPLER, STANDARD TYPE, load cap: 200 staples min			
1	UNIT	DOCUMENT CAMERA			
1	UNIT	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens			
300	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
300	PIECE	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
300	PIECE	SIGN PEN, RED, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
		*****NOTHING FOLLOWS*****			
		Approved Budget for the Contract			
		(ABC): PhP 140,394.56			

PURPOSE: PPD / TAAORS - PURCHASE REQUEST OF COMMON SUPPLIES
PR No. 2023-03-0255
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- 0255 - NP-SHOPPING
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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 procurement.dswd.fo10@gmail.com 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 6 Months
 - Goods/Services shall be delivered/conducted within 15-30 working days upon receipt of PO
 - 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.
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- 0255 - NP-SHOPPING
Items: NOTEBOOK, STENOGRAPHER, SPIRAL, 40 LEAVES
Purpose: PPD / TAAORS - PURCHASE REQUEST OF COMMON SUPPLIES

Company Name	Representative	Position / Designation	Date	Signature

Canvasser