

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. 23-03-0373-SHOPPING

Date: 16-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
	30	bottle	Stamp Pad Ink, purple or violet, 50ml (min)			
	10	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min			
	10	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min			
	35	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min			
	200	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
	200	reams	PAPER, Multi-Purpose (COPY) Legal, 70 gsm			
	20	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
	20	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
	10	jar	GLUE, all purpose, gross weight: 200 grams min			
	10	box	STAPLE WIRE, for heavy duty staplers, (23/13)			
	50	box	STAPLE WIRE, STANDARD, (26/6)			
	40	roll	TAPE, MASKING, width: 24mm (±1mm)			
	40	roll	TAPE, MASKING, width: 48mm (±1mm)			
	30	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
	20	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
	20	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)			
	20	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)			
	20	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)			
	20	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)			
	20	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)			
	35	piece	CORRECTION TAPE, film base type, UL 6m min			
	1	box	ENVELOPE, DOCUMENTARY, for A4 size document			
	1	box	ENVELOPE, DOCUMENTARY, for legal size document			
	1	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc			
	3	box	ENVELOPE, mailing, white, 70gsm			
	3	box	ENVELOPE, mailing, white, with window			
	2	piece	ERASER, FELT, for blackboard/whiteboard			
	20	box	FASTENER, METAL, 70mm between prongs			
	20	piece	FILE ORGANIZER, expanding, plastic, 12 pockets			
	5	bundle	FOLDER, FANCY, for A4 size documents			
	5	bundle	FOLDER, FANCY, for legal size documents			
	10	pack	FOLDER, L-TYPE, PLASTIC, for A4 size documents			
	10	pack	FOLDER, L-TYPE, PLASTIC, for legal size documents			
	2	box	INDEX TAB, self-adhesive, transparent			

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No. : _____
Philgeps Reg. No. : _____
Company TIN: _____

RFQ No.: 23-03-0373-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 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 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:

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 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: 23-03-0373-SHOPPING
Items: Stamp Pad Ink, purple or violet, 50ml (min)
Purpose: RICTMS office supplies use

Company Name	Representative	Position / Designation	Date	Signature

Canvasser