

## 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](http://www.philgeps.gov.ph) and register for free."

RFQ No. 23-03-0304-NP-SVP

Date: 17-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
	20	bottles	Infant shampoo 200 ml			
	3	pcs	scented Gel for Bathroom 180g			
	20	pieces	Baby Bath Soap, 100g with moisturizer			
	10	pieces	Bath Soap, Antibacterial 130 g			
	10	pieces	Bath Soap, 130g Germ Protection			
	5	bottles	Body Lotion, 200ml			
	10	pieces	Children Toothbrush			
	3	bottles	Stain and Limescale Cleaner 880 ml			
	5	sachet	Deo-Lotion, 3ml			
	2	set	Cotton Mop with stick			
	5	bottles	Multipurpose Cleaner Disinfectant Liquid, 450 ml			
	8	packs	Disposable Diaper, Large 48's			
	8	packs	Disposable Diaper, medium 54's			
	8	packs	Disposable Diaper, Newborn 60's			
	8	packs	Disposable Diaper, Small 60's			
	8	packs	Disposable, Diaper XL 42's			
	8	packs	Disposable, Diaper XXL 40's			
	5	packs	Disposable, Diaper XXXL 24's			
	8	packs	Disposable, Adult Diaper Medium 10's			
	5	packs	Disposable, Adult Diaper Large 10's			
	8	bottles	Diswashing Liquid Soap, 780 ml			
	10	packs	Fabric Conditioner, 1.480 L Blossom			
	5	liter	Multipurpose Bleach 3.7L			
	5	liter	Liquid Wax Natural 1 L			
	15	packs	Laundry Powder Detergent Soap, 1.3 kg			
	5	bottles	Liquid Declogger, 500 ml			
	2	bottles	Muriatic Acid, 1 liter			
	10	bar	Laundry Bar Soap			
	8	packs	Wet Wipes 90's			
	5	bottles	Multi Insect Killer 500 ml			
	8	bottles	Glass Cleaner 500 ml			
	12	cases	Powder Soap 1kg			
	50	packs	Trash bag, black XL 10's			
	20	bottles	Kids Shampoo 340ml			
	10	pieces	Heavy duty scrub and sponge			
	2	packs	Table Napkins 750 sheets			
	3	packs	Tissue Paper Mega Roll for Toilet Round dispenser 3 ply			
	2	pieces	Toilet Brush			
	10	pieces	Toothpaste, Antibacterial 132g 2 in 1			
	20	packs	Liquid detergent 810 grams			

			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 83,750.72			

PURPOSE: RSCC other supplies 2nd sem  
PR No. 2023-03-0309

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.: 23-03-0304-NP-SVP  
Date: 17-Mar-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 [procurement.dswd.fo10@gmail.com](mailto: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](http://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:** 23-03-0304-NP-SVP  
**Items:** Infant shampoo 200 ml  
**Purpose:** RSCC other supplies 2nd sem

Company Name	Representative	Position / Designation	Date	Signature

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Canvasser