

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- 0364 -NP-SVP
Date: 20-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
	3	UNIT	3 DRAWER,MOBILE FILE CABINET WITH LOCK (WOOD)			
	1	PIECE	GAVEL JUDGE			
	1	PIECE	SWIVEL CHAIR			
	1	PIECE	POWER SAVING HEAVY DUTY STAPLER (PSM-121) JOY			
	1	PIECE	CORK BOARD 60X90 CM			
	10	PACK	SIGN HERE STICKY NOTES			
	1	BUNDLE	METACARDS 500 SHEETS			
	10	REAM	MULTI PURPOSE BOND PAPER 80GSM SHORT SIZE			
	5	PIECE	DOUBLE ADHESIVE TAPE 1"			
	16	SET	SPECIAL PAPER A4 SIZE			
	30	PIECE	EXPANDABLE FOLDER (PINK) LEGAL			
	30	PIECE	KRAFT EXPANDING ENVELOPE WITH GARTER LEGAL SIZE			
	2	PACK	PHOTO PAPER A4 SIZE			
	50	PIECE	NAME TAG WITH SLING PVC TYPE			
	6	BOTTLE	EPSON INK L3210 BLACK			
	4	BOTTLE	EPSON INK L3210 CYAN			
	4	BOTTLE	EPSON INK L3210 YELLOW			
	4	BOTTLE	EPSON INK L3210 MAGENTA			
	6	BOTTLE	HP INK GT51 XL BLACK			
	4	BOTTLE	HP INK GT52 CYAN			
	4	BOTTLE	HP INK GT52 MAGENTA			
	4	BOTTLE	HP INK GT52 YELLOW			
	4	BOTTLE	EPSON INK L360 BLACK			
	2	BOTTLE	EPSON INK L360 CYAN			
	2	BOTTLE	EPSON INK L360 MAGENTA			
	2	BOTTLE	EPSON INK L360 YELLOW			
	4	BOTTLE	INK BROTHER BT5000 BLACK			
	3	BOTTLE	INK BROTHER BT5000 MAGENTA			
	3	BOTTLE	INK BROTHER BT5000 CYAN			
	3	BOTTLE	INK BROTHER BT5000 YELLOW			
	2	BOTTLE	HP DESKJET INK ADVANTAGE 680 BLACK			
	2	BOTTLE	HP DESKJET INK ADVANTAGE 680 TRICOLOR			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract (ABC): PhP 54,259.84			

PURPOSE: PPD- Planning - Office Supplies for PDPS USE

PR No. 2023-03-0364

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- 0364 -NP-SVP
Date: 20-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 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- 0364 -NP-SVP
Items: 3 DRAWER,MOBILE FILE CABINET WITH LOCK (WOOD)
Purpose: PPD- Planning - Office Supplies for PDPS USE

Company Name	Representative	Position / Designation	Date	Signature

Canvasser