

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- 0462 -NP-SVP
Date: 28-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
	100	copy	PRINTING OF 4Ps KALAMBUAN STORIES: A COMPENDIUM OF 4Ps SUCCESS STORIES			
			SIZE: A4			
			PAGES: 60			
			COLOR: FULL COLOR			
			FRONT AND BACK PAGES: COATED GLOSSY C2S PAPER			
			INSIDE PAGES: GLOSSY PAPER			
			FIRST TWO WEEKS UPON RECEIPT - LAYOUT BY THE SERVICE PROVIDER			
			FIRST THREE OF THE 3RD WEEK - APPROVAL OF THE FIRST LAYOUT BY THE SMU/ORD			
			LAST DAY OF THE 3RD WEEK - LAYOUT OF THE EDITED FIRST LAYOUT			
			3RD DAY OF THE 4TH WEEK - PRESENTATION AND APPROVAL OF THE 2ND LAYOUT			
			5TH WEEK - PRINTING OF THE FINAL AND APPROVED OF THE COPY			
			8TH WEEK - DELIVERY OF THE COMPENDIUM BY THE SERVICE PROVIDERS			
			SERVICE PROVIDER SHALL BE BASED IN CAGAYAN DE ORO CITY FOR EASY ACCESS TO EDITING AND PRODUCTION SUPERVISION			
			FURTHER, SERVICE PROVIDER MUST BE ALREADY ENGAGED IN PRINTING BUSINESS FOR THE LEAST FIVE YEARS.			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 100,000.00			

PURPOSE: ORD/SMU - FOR THE IMPLEMENTATION OF THE REGIONAL COMMUNICATION AND ADVOCACY PLAN
 PR No. 2023-03-0462

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- 0462 -NP-SVP
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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.
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- 0462 -NP-SVP
Items: PRINTING OF 4Ps KALAMBUAN STORIES: A COMPENDIUM OF 4Ps SUCCESS STORIES
Purpose: ORD/SMU - FOR THE IMPLEMENTATION OF THE REGIONAL COMMUNICATION AND ADVOCACY PLAN

Company Name	Representative	Position / Designation	Date	Signature

Canvasser