

## 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- 0373 - NP-SHOPPING B

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
	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, 70gsm			
	200	reams	PAPER, Multi-Purpose (COPY) Legal, 70gsm			
	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			
	1	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard			
	3	set	MARKER, FLUORESCENT, 3 assorted colors per set			
	5	piece	MARKER, whiteboard, black, felt tip, bullet type			
	5	piece	MARKER, whiteboard, red, felt tip, bullet type			
	10	piece	MARKER, PERMANENT, bullet type, black			
	3	piece	MARKER, PERMANENT, bullet type, red			
	10	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min			
	10	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
	2	box	PENCIL, lead, w/eraser, wood cased, hardness: HB			
	14	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min			
	3	piece	CUTTER BLADE, for heavy duty cutter			
	5	piece	CUTTER KNIFE, for general purpose			
	2	piece	DATING AND STAMPING MACHINE, heavy duty			
	1	piece	PENCIL SHARPENER, manual, single cutter head			
	3	piece	PUNCHER, paper, heavy duty, with two hole guide			
	5	pair	SCISSORS, symmetrical, blade length: 65mm min			
	30	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min			
	2	Unit	STAPLER, BINDER TYPE, heavy duty, desktop			
	35	piece	STAPLE REMOVER, PLIER-TYPE			
	2	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape			
	1	book	HANDBOOK (RA 9184), 7th Edition			
	80	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			

	80	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
	10	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 103,094.40			

PURPOSE: PPD/RICTMS - For RICTMS office Supplies use

PR No. 23-03-0373

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.

\_\_\_\_\_  
Supplier

**ARNEL V. RADAZA**  
Procurement Officer

\_\_\_\_\_  
Signature over Printed Name

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No. : \_\_\_\_\_  
Company TIN: \_\_\_\_\_

RFQ No.: 23- 0373 - NP-SHOPPING B

Date: 28-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 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](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:**

- 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](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- 0373 - NP-SHOPPING B  
**Items:** STAMP PAD INK, purple or violet, 50ml (min)  
**Purpose:** PPD/RICTMS - For RICTMS office Supplies use

Company Name	Representative	Position / Designation	Date	Signature

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Canvasser