

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. 23-0582 - NP-SHOPPING B

Date: 18-Apr-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	gallon	Alcohol, Ethyl			
	100	pcs	Sign Pen , Black, Liquid/gel			
	30	pcs	Sign Pen , Blue, Liquid/gel			
	20	can	Air Freshener, Aerosol type, 150g			
	20	bottle	Cleaner, Toilet Bowl and Urinal,900ml-1000ml			
	50	bottle	Liquid Hand Soap, 500ml			
	10	Unit	Electric Fan, Industrial, ground type			
	100	jar	Glue, all purpose,200 grams			
	50	box	Staple Wire, Standard			
	30	roll	Tape, masking, 24mm			
	30	roll	Tape, masking, 48mm			
	30	roll	Tape, packaging, 48mm			
	30	roll	Tape, transparent, 24mm			
	30	roll	Tape, transparent, 48mm			
	40	pcs	Ruler, plastic, 450mm			
	100	Unit	Calculator,compact			
	200	box	Clip, backfold,19mm			
	200	box	Clip, backfold,25mm			
	200	box	Clip, backfold,32mm			
	200	box	Clip, backfold,50mm			
	400	pcs	Correction Tape, 8 mtrs			
	30	pcs	Data File Box			
	4	box	Envelope, Documentary, A4, 500pcs per box			
	4	box	Envelope, Documentary,Legal, 500pcs per box			
	4	box	Envelope, Kraft, 100pcs per box			
	150	box	Fastener, metal, non sharp edges, 50 sets per box			
	200	pack	Folder,L-Type, Legal, 50 pcs per pack			
	100	set	Marker, Flourescent, 3 colors per set			
	300	pcs	Marker, Whiteboard, Black			
	100	box	Paper Clip, vinyl/plastic coated,33mm			
	100	box	Paper Clip, vinyl/plastic coated, jumbo 50mm			
	100	box	Pencil, lead/graphite with eraser, 1 dozen per box			
	10	pcs	Puncher, paper, heavy duty			
	10	box	Rubber Band No. 18, 350g			
	50	pcs	Stamp Pad, felt			
	100	pair	Scissors, symmetrical/asymmetrical			
	30	pcs	Stapler, standard type			
	10	pcs	Tape Dispenser, table top			
	20	pack	Cartolina, assorted colors, 20 pcs of assorted colors			
	100	pad	Note Pad, stick on, 2x3, 100 shts per pad			
	100	pad	Note Pad, stick on, 3x4, 100 shts per pad			
	100	pad	Note Pad, stick on, 3x3, 100 shts per pad			
	1000	pcs	Notebook, stenographer			
	300	ream	Paper, Multi purpose A4, 500 shts per ream			
	350	ream	Paper, Multi purpose Legal, 500 shts per ream			
	20	book	Record Book, 300 pages			

90	pack	Toilet tissue paper, 2ply, 12 rolls in a pack			
1	box	Envelope, Mailing, 500 pcs per box			
1	box	Envelope, Mailing with window, 500 pcs per box			
300	pca	Marker, Permanent, Black			
		*****NOTHING FOLLOWS*****			
		Approved Budget for the Contract			
		(ABC): PhP 329,573.30			

PURPOSE: Promotive / SLP - SLP office use
PR No. 2023-03-0582

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.: 23-0582 - NP-SHOPPING B
Date: 18-Apr-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 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: 23-0582 - NP-SHOPPING B
Items: Alcohol, Ethyl
Purpose: Promotive / SLP - SLP office use

Company Name	Representative	Position / Designation	Date	Signature

Canvasser