

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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.: 23-0655-SHOPPING B

Date: 25 Apr 2023

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
	200	Unit	ALCOHOL, ISOPROPYL, 68-72%, 500ml (-5ML)			
	100	PAD	NOTE PAD, STICK ON, 50mm x 76mm (1.5" X 2") min			
	50	PAD	NOTE PAD, STICK ON, 50mm x 76mm (2" X 3") min			
	300	PAD	PAPER, MULTICOPY, 80gsm, SIZE: 210mm x 297mm			
	100	PAD	PAPER, MULTICOPY, 80gsm, SIZE: 216mm x 330mm			
	100	PIECE	PAPER,MULTI-PURPOSE (COPY) A4, 70gsm			
	50	REAMS	PAPER, MULTI-PURPOSE (COPY) FOLIO/F4, 70gsm			
	20	REAMS	STAPLE WIRE, FOR HEAVY DUTY STAPLERS (23/13)			
	200	REAMS	STAPLE WIRE, STANDARD, (26/6)			
	10	ROLL	TAPE, ELECTRICAL, 18mm x 16M min			
	50	ROLL	TAPE, TRANSPARENT, WIDTH: 24mm (+1mm)			
	50	PIECE	RULER, PLASTIC, 450mm (18"), WIDTH: 38mm min			
	20	CAN	AIR FRESHENER, AEROSOL, 280ml/150g min			
	30	BOTTLE	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap			
	30	CAN	DISINFECTANT SPRAY, AEROSOL TYPE, 400-550 GRAMS			
	5	PIECE	DUST PAN, NON-RIGID PLASTIC, W/ DETACHABLE HANDLE			
	30	BOTTLE	HAND SOAP, LIQUID, 500ml			
	2	UNIT	MOP BUCKET, HEAVY DUTY, HARD PLASTIC			
	2	PIECE	MOP HANDLE, HEAVY DUTY, ALUMINUM, SCREW TYPE			
	10	PIECE	MOPHEAD, MADE OF RAYON, WEIGHT: 400 GRAMS MIN			

	30	BUNDLE	RAGS, ALL COTTON, 32 PIECES PER KILOGRAM MIN			
	50	PACK	TRASHBAG, GPP SPECS, BLACK, 940mm x 1016mm			
	50	PIECE	WASTEBASKET, NON-RIGID PLASTIC			
	100	PIECE	CORRECTION TAPE, FILM BASE TYPE, UL 6m min			
	50	PIECE	DATA FILE BOX, MADE OF CHIPBOARD, WITH CLOSED ENDS			
	100	PIECE	DATA FOLDER, MADE OF CHIPBOARD, TAGLIA LOCK			
	50	BUNDLE	FOLDER, FANCY, FOR A4 SIZE DOCUMENTS			
	50	BUNDLE	FOLDER, FANCY, FOR LEGAL SIZE DOCUMENTS			
	2	BOX	FOLDER, PRESSBOARD, SIZE: 240mm X 370mm (-5mm)			
	50	PACK	FOLDER, TAGBOARD, FOR A4 SIZE DOCUMENTS			
	50	PACK	FOLDER, TAGBOARD, FOR LEGAL SIZE DOCUMENTS			
	100	BOX	INDEX TAB, SELF ADHESIVE, TRANSPARENT			
	100	PIECE	MAGAZINE FILE BOX, LARGE SIZE: MADE OF CHIPBOARD			
	20	SET	MARKER, FLUORESCENT, 3 ASSORTED COLORS PER SET			
	100	PIECE	MARKER, WHITEBOARD, BLACK, FELT TIP, BULLET TYPE			
	100	PIECE	MARKER,PERMANENT, BULLET TYPE,BLACK			
	50	PIECE	MARKER,PERMANENT, BULLET TYPE,BLUE			
	200	PIECE	STAMP PAD, FELT, BED DIMENSION: 60mm x 100mm min			
	3	PIECE	CUTTER BLADE, FOR HEAVY DUTY CUTTER			
	2	PIECE	CUTTER KNIFE, FOR GENERAL PURPOSE			
	3	PIECE	DATING AND STAMPING MACHINE, HEAVY DUTY			
	30	PIECE	PUNCHER, PAPER, HEAVY DUTY, WITH TWO HOLE GUIDE			
	25	UNIT	CALCULATOR, COMPACT, 12 DIGITS			
	500	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
	200	PIECE	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
	150	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.7mm NEEDLE TIP			
	5	PIECE	LAMINATING FILM			
	1	PIECE	LAMINATOR MACHINE (A3, 13 inch)			
	25	PIECE	THREE-LAYER FILE TRAY			
	10	PIECE	BALLPENS 0.5mm 20pcs per box BLACK AUTHENTIC			
	200	PIECE	COLORED FOLDER (PINK) FOLIO/LONG			
	200	PIECE	COLORED FOLDER (ORANGE) FOLIO/LONG			

	200	PIECE	COLORED FOLDER (GREEN) FOLIO/LONG			
	200	PIECE	COLORED FOLDER (RED) FOLIO/LONG			
	200	PIECE	COLORED FOLDER (YELLOW) FOLIO/LONG			
	12	PIECE	BATHROOM DEODIZER			
	6	PIECE	BILLHOOK, SICKLE			
	6	PIECE	BOLO			
	60	PIECE	BROOM			
	30	PIECE	BROOM, SOFT			
	20	PIECE	DISHWASHING PASTE (BIG)			
	1	PIECE	WATER DISPENSER (HOT AND COLD)			
	12	PIECE	DUST MOP			
	24	PIECE	DUST PAN			
	1	PIECE	HAMMER (ORDINARY)			
	64	PIECE	INSECT REPELLANT SPRAY (500)			
	24	PIECE	LED LIGHTS (85W) DAYLIGHT			
	1	PIECE	LINEMAN PLIER #8			
	1	PIECE	LONG NOSE PLIER #8			
	1	PIECE	MEDICINE KIT			
	1	PIECE	SAW (ORDINARY)			
	1	PIECE	PLASTIC STRAW			
	5	PIECE	FIRE EXTINGUISHER ORDINARY			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 393,689.08			

PURPOSE: DRMD - DRMD OFFICE SUPPLIES 2023 FOR REGIONAL STAFF AND PROVINCIAL DEPLOYED STAFF

PR No. 2023-04-0655

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. 23-0655-SHOPPING B

Date: 25-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 **MAY 2, 2023 AT 12:00 NOON.** 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 and register for free."

ARNEL V. RADAZA

Procurement Officer

Supplier

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: 23-0655-SHOPPING B

Items: ALCOHOL, ISOPROPYL, 68-72%, 500ml (-5ML)

Purpose: DRMD - DRMD OFFICE SUPPLIES 2023 FOR REGIONAL STAFF AND PROVINCIAL DEPLOYED STAFF

Company Name	Representative	Position / Designation	Date	Signature

Canvasser