

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement

RFQ No. 2023-07-1195

System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

Date: 24-Jul-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
1	20	bottle	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)			
2	20	bottle	STAMP PAD INK, purple or violet, 50ml (min.)			
3	20	pad	NOTE PAD, stick On, 50mm x 76mm (2" x 3") min			
4	700	reams	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm			
5	700	reams	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
6	60	book	RECORD BOOK, 300 pages, size: 214mm x 278mm min			
7	240	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled			
8	40	jar	GLUE, all purpose, gross weight: 200 grams min			
9	100	box	STAPLE WIRE, STANDARD, (26/6) #35			
10	100	roll	TAPE, MAKING, width: 48mm (±1mm)			
11	40	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
12	34	piece	RULER, plastic, 450mm (18"), width: 38mm min			
13	60	can	AIR FRESHENER, aerosol, 280ml/150g min			
14	60	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams			
15	100	pack	TRASHBAG, GPP specs, black, 940mm x 1016mm			
16	840	piece	KN95 FACE MASK			
17	200	piece	CORRECTION TAPE, film base type, UL 6M min			
18	1,200	piece	MARKER, whiteboard, black, felt tip, bullet type			
19	1,200	piece	MARKER, permanent, bullet type, black			
20	100	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
21	60	box	RUBBER BAND, 70mm min lay flat length (#18)			
22	20	piece	DATING AND STAMPING MACHINE, heavy duty			
23	25	piece	PUNCHER, paper, heavy duty, with two hole guide			
24	20	pair	SCISSORS, symmetrical, blade length: 65mm min			
25	30	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min			
26	40	piece	STAPLE REMOVER, plier-type			
27	30	unit	CALCULATOR, compact, 12 digits			
28	1,200	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			

			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 822,481.92			

PURPOSE: PROCUREMENT OF COMMON USE SUPPLIES FOR KC-KKB-BP2P 2ND SEMESTER CY 2023

PR No. 2023-07-1195

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.: 2023-07-1195  
 Date: 24-Jul-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](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:**

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.  
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:** 2023-07-1195  
**Items:** ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml) et al  
**Purpose:** ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)

Company Name	Representative	Position / Designation	Date	Signature

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Canvasser