

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--0141 - NP-SHOPPING B

Date: 14-Feb-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
	50	piece	ERASER, plastic/ rubber			
	200	piece	SIGN PEN, Black, liquid or gel			
	150	piece	SIGN PEN, Blue, liquid or gel			
	30	can	AIR FRESHENER, Aerosol type, 150g			
	20	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack			
	200	bottle	INK, for stamp pad, 50mL			
	10	unit	EXTERNAL HARD DRIVE, 1TB			
	50	jar	GLUE, all-purpose, 200 grams			
	200	box	STAPLE WIRE, heavy duty (binder type), 23/13			
	200	box	STAPLE WIRE, standard			
	80	roll	TAPE, masking, 24mm			
	80	roll	TAPE, masking, 48 mm			
	80	roll	TAPE, packaging, 48 mm			
	80	roll	TAPE, transparent, 24mm			
	80	roll	TAPE, transparent, 48 mm			
	20	roll	TWINE, plastic			
	100	piece	RULER, plastic, 450 mm			
	80	box	CLIP, backfold, 19mm			
	80	box	CLIP, backfold, 25mm			
	80	box	CLIP, backfold, 32mm			
	80	box	CLIP, backfold, 50mm			
	800	piece	CORRECTION TAPE, 8 meters			
	40	piece	CUTTER/UTILITY KNIFE, for general purpose			
	50	piece	DATA FILE BOX			
	10	box	ENVELOPE, Expanding, Kraft, 100 pieces per box			
	30	box	ENVELOPE, Mailing, with window, 500 pieces per box			
	100	box	FASTENER, metal, non-sharp edges, 50 sets per box			
	50	piece	FILE ORGANIZER, expanding, plastic, legal			
	70	pack	FOLDER with tab, legal, 100 pieces per pack			
	100	set	MARKER, Flourescent, 3 colors per set			
	150	piece	MARKER, Permanent, Black			
	150	piece	MARKER, Whiteboard, Black			
	300	box	PAPER CLIP, vinly/plastic coated, 33mm			
	300	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
	1	unit	PAPER TRIMMER/CUTTING MACHINE, table top			
	50	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			
	50	piece	PUNCHER, paper, heavy duty			
	100	piece	STAPLER, standard type			
	20	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack			
	100	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			
	100	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			
	100	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			
	500	piece	NOTEBOOK, stenographer			

	300	ream	PAPER, MULTICOPY A4, 500 sheets per ream			
	300	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream			
	20	box	PAPER, parchment, 100 sheets per box			
	50	book	RECORD BOOK, 300 PAGES			
	50	book	RECORD BOOK, 500 PAGES			
	50	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack			
	100	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			
	50	bottle	LIQUID HAND SANITIZER, 500mL			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 573,220.50			

PURPOSE: Social Pension- Social Pension 1st Sem supply
PR No. 2023-02-0141
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--0141 - NP-SHOPPING B
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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 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 – BAC Secretariat at Procurement Unit, DSWD Field Office 10, Masterson Avenue, Upper Carmen, Cagayan de Oro City or email it to bac.fo10@dswd.gov.ph 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