

**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.** 24- 0012 -SHOPPING

**Date:** 30-Jan-24

**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
			SUPPLY AND DELIVERY OF:			
	20	ream	Paper, Multi-Purpose (copy)A4,70gsm,210mmx29			
	20	ream	Paper, Multi-Purpose (copy)legal,70gsm,216mmx330			
	10	box	Binder Clip , 1 inch			
	24	pcs	Correction tape - refillable WH605			
	36	pcs	Sign pen-My Gel Sign Pen, black			
	24	pxs	Record book 300pages			
	10	bot	Glue-multi purpose 130g			
	3	ream	Expanded folder- press folder 9x114,75inches			
	36	pcs	Ball pen - black			
	15	pad	Sticky Note 3x3			
	10	roll	Scotch tape " 1 inch 20mm			
	4	set	DCP T720DW Ink ( CMYK )			
	4	set	DCP T420W Ink ( CMYK )			
	1	Cart.	HP CF226A/26A			
	4	Set	Epson L3110 Ink ( CMYK )			
	4	Set	Epson L360 Ink ( CMYK )			
	38	pcs	Portpolio - long			
	12	pcs	Expanded Plastic Envelope Long w/ pushlock & handle			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 74,140.00			

PURPOSE: Home for Girls - Home for Girls - COMMON OFFICE SUPPLIES - First Semester 2024 (Direct Release-SVP)

PR No. 2024-01-0012

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.: 24- 0012 -SHOPPING  
Date: 30-Jan-24

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 **5:00 PM** of **February 5, 2024**. 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. PhilGEPS 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:** 24- 0012 -SHOPPING  
**Items:** Paper, Multi-Purpose (copy)A4,70gsm,210mmx29  
**Purpose:** Home for Girls - Home for Girls - COMMON OFFICE SUPPLIES - First Semester 2024 (Direct Release-SVP)

Company Name	Representative	Position / Designation	Date	Signature

\_\_\_\_\_  
Canvasser