

## 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](http://www.philgeps.gov.ph) and register for free."

RFQ No. 24-0023-SHOPPING

Date: 05-Feb-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:			
	85	piece	SIGN PEN, Fine Tip, Black			
	20	piece	SIGN PEN, Fine Tip, Blue			
	8	pack	BATTERY, dry cell, size AA			
	1	piece	BROOM (Walis Tambo)			
	6	bottle	CLEANER, Toilet Bowl and Urinal			
	3	can	DISINFECTANT SPRAY			
	1	piece	DUST PAN			
	1	bottle	INK, for stamp pad			
	5	unit	COMPUTER MOUSE, Wireless			
	25	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts			
	5	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts			
	13	jar	GLUE, all-purpose			
	10	box	STAPLE WIRE, heavy duty (binder type), 23/13			
	67	box	STAPLE WIRE, standard			
	3	roll	TAPE, electrical			
	3	roll	TAPE, masking, 24mm			
	3	roll	TAPE, masking, 48 mm			
	3	roll	TAPE, packaging, 48 mm			
	9	roll	TAPE, transparent, 24mm			
	5	roll	TAPE, transparent, 48 mm			
	15	roll	TWINNE, plastic			
	2	unit	CALCULATOR, Compact			
	25	box	CLIP, backfold, 25mm			
	23	box	CLIP, backfold, 32mm			
	23	box	CLIP, backfold, 50mm			
	80	piece	CORRECTION TAPE			
	12	piece	DATA FILE BOX			
	2	piece	DATA FOLDER			
	1	box	FOLDER, pressboard			
	3	pack	FOLDER with tab, Legal			
	9	set	MARKER, Fluorescent			
	6	piece	MARKER, Permanent, Black			
	2	box	PAPER CLIP, vinly/plastic coated, 33mm			
	2	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
	3	piece	STAMP PAD, felt			
	5	piece	STAPLER, standard type			
	2	piece	STAPLE REMOVER, plier-type			
	31	pad	NOTEPAD, stick-on, 50mm x 76mm			
	28	pad	NOTEPAD, stick-on, 76mm x 100mm			
	28	pad	NOTEPAD, stick-on, 76mm x 76mm			
	50	ream	PAPER, MULTICOPY A4			

	33	ream	PAPER, MULTICOPY LEGAL	
	50	ream	PAPER, MULTIPURPOSE A4	
	50	ream	PAPER, MULTIPURPOSE LEGAL	
	2	book	RECORD BOOK, 300 PAGES	
	12	book	RECORD BOOK, 500 PAGES	
	6	bottle	HAND SANITIZER	
	6	can	INSECTICIDE	
	60	piece	BALLPEN	
	5	pack	STICKER PAPER	
	5	pack	PHOTO PAPER	
	7	box	PLASTIC FASTENER	
			*****NOTHING FOLLOWS*****	
			Approved Budget for the Contract	
			(ABC): PhP 73,216.86	

PURPOSE: AD - Admin Division office supplies (1st quarter 2024)

PR No. 2024-02-0023

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.: 24-0023-SHOPPING  
Date: 05-Feb-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 12, 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:** 24-0023-SHOPPING  
**Items:** SIGN PEN, Fine Tip, Black  
**Purpose:** AD - Admin Division office supplies (1st quarter 2024)

Company Name	Representative	Position / Designation	Date	Signature

\_\_\_\_\_  
Canvasser