

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- 0051 -SHOPPING B

Date: 13-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:			
	6	PIECE	NOTEBOOK, STENOGRAPHER, SPIRAL, 40 LEAVES			
	3	BOOK	RECORD BOOK, 300 PAGES, SIZE : 214mm x 278mm min			
	3	BOOK	RECORD BOOK, 500 PAGES, SIZE : 214mm x 278mm min			
	6	ROLL	TAPE, PACKAGING, WIDTH: 48mm (+1mm)			
	6	ROLL	TAPE, TRANSPARENT, width: 24mm (+1mm)			
	60	PIECE	FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE DOCUMENTS			
	12	SET	MARKER, FLUORESCENT, 3 ASSORTED COLORS PER SET			
	60	BOX	PAPER CLIP, VINYL/PLASTIC COAT, LENGTH: 32mm min			
	12	PIECE	CUTTER BLADE, FOR HEAVY DUTY CUTTER			
	24	PIECE	CUTTER KNIFE, FOR GENERAL PURPOSE			
	15	PIECE	DATING AND STAMPING MACHINE, HEAVY DUTY			
	6	PIECE	HEAVY DUTY STAPLERS NO. 35 WITH REMOVER			
	12	PIECE	STAPLE WIRE FOR HEAVY DUTY STAPLERS NO. 35 (26/6) 5000 STAPLES / BOX			
	3	PIECE	TAPE DISPENSER, TABLE TOP, FOR 24mm width tape			
	1	UNIT	PAPER TRIMMER/CUTTING MACHINE, MAX PAPER SIZE: B4			
	40	PACK	SPECIALTY PAPER A4,100 SHEETS PER PACK			
	200	PIECE	CERTIFICATE HOLDER, A4 PLASTIC			
	288	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
	144	PIECE	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
	11	PIECE	PERSONALIZED SELF-INKING STAMPS 29x6MM (NAME ONLY)			

Company Name: _____
Company Address: _____
Contact Person: _____
Contact No. : _____
Philgeps Reg. No. : _____
Company TIN: _____

RFQ No.: 24- 0051 -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 – 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 **5:00 PM** of **February 19, 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 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- 0051 -SHOPPING B
Items: NOTEBOOK, STENOGRAPHER, SPIRAL, 40 LEAVES
Purpose: PSD-BANGUN - BANGSAMORO UMPUNGAN SA NUTRISYON PROGRAM SUPPLIES

Company Name	Representative	Position / Designation	Date	Signature

Canvasser