

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. 24-0078-SHOPPING
Date: 20-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:			
	250	PIECE	BALL POINT PEN, FINE POINT BLACK			
	40	BOX	BINDER CLIPS 2 INCHES 12 PCS/BOX			
	250	PCS	CERTIFICATE HOLDERS A4 8.29 x 11.6"x11			
	130	BOX	CORRECTION TAPE, 10 METERS 48PC/BOX			
	30	ROLL	DOUBLE SIDED TAPE			
	6	FILER	EXPANDING FILE ORGANIZER 48 POCKETS			
	300	PACK	FOLDER ORDINARY LEGAL SIZE 100/BOX			
	80	PCS	MASKING TAPE 2 INCHES			
	80	PCS	MASKING TAPE 1 INCH			
	85	BOX	PAPER CLIP 50mm			
	20	FILER	MAGAZINE FILER WITH OR WITHOUT COVER			
	30	PCS	PLASTIC MEGA BOX 180L			
	50	BOX	PLASTIC PAPER FASTENER 50 PCS/BOX STANDARD			
	180	PACK	PARCHMENT PAPER A4 25PCS/PACK			
	50	PACK	PHOTOPAPER A4 GLOSSY 300 GSM/50 SHEETS/PACK			
	50	PCS	PUNCHER, HEAVY DUTY, 7cm			
	120	PCS	RECORD BOOK 500 PCS BIG			
	265	BOX	SIGN PEN BLACK 0.5mm/12pc/box			
	200	BOX	SIGN PEN BLUE 0.5mm/12pc/box			
	50	PCS	STAMP PAD FELT PAD #2			
	150	PCS	STAPLER WITH STAPLE REMOVER, HEAVY DUTY, STANDARD			
	175	BOX	STAPLE WIRE STANDARD #35			
	100	PAD	STICKY NOTES 3 INCHES			
	100	PAD	STICKY NOTES 1 INCH			
	200	ROLL	TRANSPARENT TAPE 1 INCH			
	100	PCS	TAPE PACKAGING 3 IN X 100 m			
	30	BOTTLE	WHITE GLUE EASY SQUEEZEBOTTLE 119 ml			
			*****NOTHING FOLLOWS*****			

			Approved Budget for the Contract		
			(ABC): PhP 779,950.00		

PURPOSE: PANTAWID - FOR THE USE OF 4PS RPMO AND POO 1ST SEM 2024

PR No. 2024-02-0078

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.

Supplier

ARNEL V. RADAZA
Procurement Officer

Signature over Printed Name

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

RFQ No.: 24-0078-SHOPPING
Date: 20-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 not later than **5:00 PM** of **February 26, 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: 24-0078-SHOPPING
Items: BALL POINT PEN, FINE POINT BLACK
Purpose: PANTAWID - FOR THE USE OF 4PS RPMO AND POO 1ST SEM 2024

Company Name	Representative	Position / Designation	Date	Signature

Canvasser