

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. 24-0120-SHOPPING
Date: 06-Mar-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:			
	25	BOX	BALLPEN BLACK 0.5 100 PCS			
	50	PIECES	CERTIFICATE HOLDER LEGAL SIZE			
	450	PIECES	CLIP BACKFOLD ALL METAL CLAMPING 33mm			
	450	PIECES	CLIP BACKFOLD ALL METAL CLAMPING 25mm			
	450	PIECES	CORRECTION TAPE 8m			
	300	BOX	FASTENER METAL 70mm			
	2	BOX	FRICTION PEN 0.5 BLACK			
	200	PACK	HIGHLIGHTER PASTEL COLORS			
	500	PIECES	GLUE ALL PURPOSE 200g			
	300	PIECES	ID SLING WITH CARD HOLDER ORDINARY			
	90	BOX	PAPER CLIP, VINYL, VINYL / PLASTIC COAT, JUMBO 32mm			
	90	BOX	PAPER CLIP, VINYL, VINYL / PLASTIC COAT, JUMBO 50mm			
	100	BOX	PAPER CLIP, STAINLESS 33mm			
	100	BOX	PAPER CLIP, STAINLESS 50mm			
	100	BOX	PERMANENT MARKER, ROUND, BLACK			
	100	PIECES	PUNCHER, HEAVY DUTY			
	10	BOX	RUBBER BAND NO. 18 350g			
	150	PIECES	SCISSORS SYMMETRICAL BLADE, 65mm			
	385	PIECES	SIGN PEN BLACK LIQUID/GEL INK 0.5mm NEEDLE TIP			
	50	PIECES	STAMP PAD, FELT			
	100	BOX	STAPLE WIRE STANDARD			
	100	PIECES	STAPLER STANDARD TYPE			
	286	PIECES	TAPE, TRANSPARENT, 24mm			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 237,523.00			

PURPOSE: PROMOTIVE-SLP - FOR RPMO AND PROVINCIAL CLUSTER OFFICE USE
 PR No. 2024-03-0120
 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.: 24-0120-SHOPPING
Date: 06-Mar-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 **MARCH 11, 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. 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: 24-0120-SHOPPING
Items: BALLPEN BLACK 0.5 100 PCS
Purpose: PROMOTIVE-SLP - FOR RPMO AND PROVINCIAL CLUSTER OFFICE USE

Company Name	Representative	Position / Designation	Date	Signature

Canvasser