

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. 24-0153-SHOPPING

Date: 08-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:			
	400	reams	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
	400	reams	PAPER, Multi-Purpose (COPY) Folio/Long, 70 gsm			
	15	pcs	Heavy duty staplers No. 35 with remover			
	30	boxes	Staple wire for heavy duty staplers No. 35 (26/6) 5000 staples per box			
	15	pcs	Epson L3256 ink, black, 100% Authentic (003)			
	7	pcs	Epson L3256 ink, cyan, 100% Authentic (003)			
	7	pcs	Epson L3256 ink, magenta, 100% Authentic (003)			
	7	pcs	Epson L3256 ink, yellow, 100% Authentic (003)			
	7	pcs	Ink Brother BT5000C, cyan, 100% Authentic			
	7	pcs	Ink Brother BT5000Y, yellow, 100% Authentic			
	15	pcs	Ink Brother BT60BK, black, 100% Authentic			
	7	pcs	Ink Brother BT5000M, magenta, 100% Authentic			
	20	pcs	HP 79A Black Original LASERJET Toner Cartridge			
	10	reams	Paper file folder long, white (100pcs/ream)			
	30	pcs	Paper file folder long, red			
	30	pcs	Paper file folder long, orange			
	30	pcs	Plastic file folder long, yellow			
	50	pcs	Plastic file folder long, pink			
	30	pcs	Multi-Purpose Glue 130g			
	30	pcs	Marker, broad, black, permanent			
	600	pcs	Gel Ink Pen, black 0.5mm			
	120	pcs	Gel Ink Pen, blue 0.5mm			
	100	boxes	Plastic Paper Fastener 50 pcs per box 7cm			
	2	boxes	Brown Expanded Envelope, Long 100pcs/box			
	10	rolls	Packaging Tape, Clear, 2"x200m			
	10	rolls	Masking Tape, 2"x200m			
	50	pcs	Stick-on Notes 3"x3" 100 sheets			
	50	pcs	Stick-on Notes 3"x4" 100 sheets			
	50	pcs	Stick-on Notes 0.5"x2" 100 sheets			
	2	rolls	Plastic Twine, 1kg per roll			

	15	boxes	Binder Clips, Black, 2" 1doz. Per box			
	15	boxes	Binder Clips, Black, 1" 1doz. Per box			
	10	packs	Special Paper, A4, white, 180GSM, 100 sheets per pack			
	200	pcs	Certificate Holder, A4			
	5	packs	Sticker Paper, 150GSM, Matte, A4, 20 sheets per pack			
	10	pcs	Duct Tape, Gray, 2"x25m			
	100	boxes	Paper Clips, 50 mm, 100 pcs per box			
	10	boxes	Flat Rubber Band, Big, No. 18 350g per box			
	5	pcs	Stamp pad, Blue, No. 3			
	37	pcs	Self-Inking Rubber Stamp, Specified Names/Titles per stamp			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 395,266.15			

PURPOSE: PSD-SFP-SFP SUPPLIES 2024

PR No. 2024-03-0153

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.: 24-0153-SHOPPING
Date: 08-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 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 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: 24-0153-SHOPPING
Items: PAPER, Multi-Purpose (COPY) A4, 70 gsm
Purpose: PSD-SFP-SFP SUPPLIES 2024

Company Name	Representative	Position / Designation	Date	Signature

Canvasser