

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement

RFQ No. 2024-04-0516 NP-SVP

System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

Date: 18-Apr-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
1	32	piece	Tornado Mop with spinner and bucket (heavy duty)			
2	4	piece	Plastering Trowel, good quality			
3	56	bottle	Toilet and urinal cleaner 500ml			
4	2	piece	Handsaw 20"			
5	13	pack	Detergent Powder 1 kilo			
6	52	piece	Detergent Bar			
7	56	piece	Disinfectant Spray, aerosol 400-550 grams			
8	56	piece	Air freshener, aerosol 280 ml spray			
9	13	gallon	Muriatic Acid (gallon)			
10	52	liter	Muriatic Acid (liter)			
11	26	gallon	Liquid bleach			
12	260	set	Deodorizer block with holder (Paradichlorobenzene)			
13	56	piece	Fabric conditioner 900ml			
14	13	piece	Feather duster			
15	2	piece	Bolo big			
16	4	piece	Bolo short (gardening)			
17	26	piece	Toilet bowl brush with long handle & holder			
18	600	piece	Trash Bag, XXL super thick 10pcs/pack (green-200, yellow-200, black-200)			
19	600	piece	Trash Bag, XL super thick 10pcs/pack (green-200, yellow-200, black-200)			
20	32	pair	Rubber Gloves (reusable) construction gloves			
21	10	piece	Rubber Pot (large)			
22	10	piece	Rubber Pot (XL)			
23	10	piece	Plastic Pot (XL)			
24	10	piece	Plastic Pot (L)			
25	2	piece	Grass Cutter (Tin Snip) 12" good quality			
26	32	piece	Toilet Bowl Pump, big with holder, good quality			
27	26	piece	Dust Pan (medium), heavy duty			
28	52	piece	Cotton Rag, rectangle, thick 2'x 3'			
29	200	roll	Toilet Paper, soft and strong 3-ply white tissue			
			***** Nothing Follows*****			
			Delivery Schedule: June 2024			
			Approved Budget for the Contract			
			(ABC): PhP 330,797.00			

PURPOSE: AD-GSS: JANITORIAL SUPPLIES FOR DSWD FO X 1ST SEM 2024

PR No. 2024-04-0516

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

\_\_\_\_\_  
Signature over Printed Name  
Supplier

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Philgeps Reg. No. : \_\_\_\_\_  
Company TIN: \_\_\_\_\_

RFQ No.: 2024-04-0516 NP-SVP  
Date: 18-Apr-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 the following documentary requirements:

\* Accomplished Quotation (for goods or infra)/Proposal (for consulting)

\* Mayor's Permit

\* PhilGEPs Registration No.

\* PCAB license (for infra)

\* Income/Bussines Tax Returns for Contract with an ABC amounting above Php. 500k

\*Notarized Omnibus Sworn Statement for contracts with an ABC amounting to above Php. 50,000.00

**Note:**Submission of PhilGEPs Platinum Certificate of Registration and Membership is acceptable in lieu of the Mayor's Permit and PhilGEPs Reg. 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 April 22, 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 calendar days after receipt of approved PO  
4. Place of Delivery: DSWD Field Office 10  
5. Terms of Payment: 15-30 days after final inspection  
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.

11. 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."

**ARNEL V. RADAZA**

Procurement Officer

\_\_\_\_\_  
Signature over Printed Name  
Supplier

Republic of the Philippines  
**Department of Social Welfare and Development**  
Field Office No. 10  
Cagayan de Oro City

### PROOF OF RECEIPT

**Quotation No:** 2024-04-0516  
**Items:** Tornado Mop with spinner and bucket (heavy duty)  
**Purpose:** AD-GSS: JANITORIAL SUPPLIES FOR DSWD FO X 1ST SEM 2024

Company Name	Representative	Position / Designation	Date	Signature

\_\_\_\_\_  
Canvasser