

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. 24-0723-SHOPPING

Date: 05-Jun-24

Company Name: _____
 Company Address: _____
 Contact Person: _____
 Contact No.: _____
 PhilGEPS Reg. No.: _____
 Company TIN: _____
 Email Address: _____

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:			
	100	PAD	NOTE PAD, STICK ON, 50mm x 76mm (1.5" x 2") min			
	50	PAD	NOTE PAD, STICK ON, 50mm x 76mm (2" x 3") min			
	50	PAD	NOTE PAD, STICK ON, 76mm x 100mm (3" x 4") min			
	50	PAD	NOTE PAD, STICK ON, 76mm x 76mm (3" x 3") min			
	100	REAMS	PAPER, MULTI-PURPOSE (COPY) A4, 70 gsm			
	100	REAMS	PAPER, MULTI-PURPOSE (COPY) FOLIO/F4, 70 gsm			
	20	PACK	STICKER PAPER, A4, WHITE, 20 SHEETS PER PACK, NON GLOSSY			
	10	PACK	STICKER PAPER, A4, 105 gsm, OUTDOOR USE, WATER RESISTANT, GLOSSY FINISH, COMPATIBLE WITH INKJET			
	100	PIECE	CORRECTION TAPE, FILM BASE TYPE, UL 6m min			
	15	CAN	AIR FRESHENER, AEROSOL, 280ml/150g min			
	5	PIECE	BROOM, SOFT (TAMBO)			
	3	PIECE	BROOM STICK (TING-TING), USABLE LENGTH: 760mm min			
	10	BOTTLE	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap			
	5	CAN	DISINFECTANT SPRAY, AEROSOL TYPE, 400-550 GRAMS			
	5	PIECE	DUST PAN, NON - RIGID PLASTIC, W/ DETACHABLE HANDLE			
	36	BOTTLE	HAND SOAP, LIQUID, 500ml			
	10	PIECE	FLOOR RAGS, 20x13 inch NOT BRAIDED, ULTRASOFT			
	30	PIECE	BATHROOM DEODORIZER (50g)			
	10	PACK	TRASHBAG, GPP SPECS, BLACK, 940mm x 1016mm			
	10	BOTTLE	DISHWASHING LIQUID, 475ml			
	10	BOTTLE	BROTHER INK BT 5000 CYAN			
	10	BOTTLE	BROTHER INK BT 5000 MAGENTA			
	10	BOTTLE	BROTHER INK BT 5000 YELLOW			

10	BOTTLE	BROTHER INK BT D60 BLACK			
10	BOTTLE	EPSON INK 664 BLACK			
10	BOTTLE	EPSON INK 664 CYAN			
10	BOTTLE	EPSON INK 664 MAGENTA			
10	BOTTLE	EPSON INK 664 YELLOW			
10	BOTTLE	EPSON INK 003 (CYAN)			
10	BOTTLE	EPSON INK 003 (MAGENTA)			
10	BOTTLE	EPSON INK 003 (YELLOW)			
10	BOTTLE	EPSON INK 003 (BLACK)			
10	BOX	ENVELOPE, EXPANDING, PINK, FOR LEGAL SIZE DOC			
10	BOX	ENVELOPE, EXPANDING, GREEN, FOR LEGAL SIZE DOC			
10	BOX	ENVELOPE, EXPANDING, YELLOW, FOR LEGAL SIZE DOC			
1	UNIT	PAPER TRIMMER / CUTTING MACHINE, MAX PAPER SIZE: B4			
50	PIECE	MARKER, WHITE BOARD, BLACK, FELT TIP, BULLET TYPE			
50	PIECE	MARKER PERMANENT, BULLET TYPE, BLACK			
100	PIECE	BALLPEN, BLACK, GOOD QUALITY, 0.7mm BALL POINT			
100	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
100	PIECE	SIGN PEN, BLUE, LIQUID/GEL INK, 0.5mm NEEDLE TIP			
100	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.7mm NEEDLE TIP			
50	BOX	STAPLE WIRE, STANDARD, (26/6)			
		*****NOTHING FOLLOWS*****			
		Approved Budget for the Contract			
		(ABC): PhP 229,025.00			

PURPOSE: DRMD - DRMD Office Supplies for 2024 and Office Equipment
PR No. 2024-05-0723
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: _____
Email Address: _____

RFQ No.: 24-0723-SHOPPING
Date: 05-Jun-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 June 10, 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: 24-0723-SHOPPING
Items: NOTE PAD, STICK ON, 50mm x 76mm (1.5" x 2") min
Purpose: DRMD - DRMD Office Supplies for 2024 and Office Equipment

Company Name	Representative	Position / Designation	Date	Signature

Canvasser