

**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](http://www.philgeps.gov.ph) and register for free."

**RFQ No.** 24-0717-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
			<b>OFFICE SUPPLY AND MATERIALS</b>			
1	5	Bottle	Stamp PAD Ink, Purple or violet, 50ml			
2	30	Pad	NOTE PAD, Stick on, 50mm x 76mm (2"x 3")			
3	30	Pad	NOTE PAD, Stick on, 76mm x 100mm (3"x 4")			
4	30	Pad	NOTE PAD, Stick on, 76mm x 76mm (3"x 3")			
5	50	Piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves			
6	75	Ream	Paper, Multi-Purpose (COPY) Legal, 70gsm			
7	100	Box	Paper, Parchement, Size: 210 x 297mm			
8	10	Piece	Staple Wire, for heavy duty staplers (23/13)			
9	25	box	Staple Wire, Standard, (26/6)			
10	10	roll	Tape, Masking, width: 24mm (1mm)			
11	10	roll	Tape, Masking, width: 48mm (1mm)			
12	10	roll	Tape, Packaging, width: 48mm (± 1mm)			
13	10	roll	Tape, Transparent, with: 48mm(+ 1mm)			
14	5	Piece	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3			
15	25	Box	Clip, Backfold, all metal, clamping: 25mm			
16	20	Box	Clip, Backfold, all metal, clamping: 32mm			
17	10	Box	Clip, Backfold, all metal, clamping: 50mm			
18	32	Piece	Correction Tape, Film base type, UL 6m			
19	10	Piece	Data File Box, made of clipboard, with closed ends			
20	5	Piece	DATA Folder, made of clipboard, tagila lock			
21	25	Box	Envelope, Documentary, for A4 size document			
22	3	Box	Envelope, mailing, white, 70 gsm			
23	5	Box	Fastener, Metal 70mm between prongs			
24	5	Piece	File Organizer, expanding plastic, 12 pockets			
25	10	Bundle	Folder, Fancy, for A4 size documents			
26	20	Bundle	Folder, Fancy, for legal size documents			
27	5	pack	Folder, L-Type, Plastic, for legal size documents			
28	25	Box	Folder, Pressboard, size:240mm x 370mm (-5mm)			
29	20	pack	Folder, Tagboard, for A4 size documents			
30	10	pack	Folder, Tagboard, for legal size documents			
31	20	set	MARKER, Fluorescent, 3 assorted colors per set			
32	20	Piece	MARKER, whiteboard, black, felt tip, bullet type			
33	25	Piece	MARKER, Permanent. Bullet type, black			
34	50	Box	Paper Clip, Vinyl/plastic coat, length: 32mm min			
35	1	Piece	Puncher, paper, heavy duty, with two hole guide			
36	1	unit	Stapler, Binder Type, Heavy duty, desktop			
37	5	Piece	Staple Remover, Plier-type			
38	3	Piece	Tape Dispenser, Table top, for 24mm width tape			
39	1	unit	Digital Voice Recorder, memory:4GB (expandable)			
40	5	Box	Clearbook, 20 transparent pockets, for A4 size			
41	5	Box	Clearbook, 20 transparent pockets, for legal size			
42	200	Piece	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip			
			*****NOTHING FOLLOWS*****			
			Approved Budget for the Contract			
			(ABC): PhP 197,480.00			

PURPOSE: For Social Technology Office Supplies - Tara Basa Tutoring Program 2024 Supplies and Materials  
PR No. 2024-05-0717  
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: \_\_\_\_\_  
Email Address: \_\_\_\_\_

RFQ No.: 24-0717-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](mailto: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.

11. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the

**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:** 24-0717-SHOPPING  
**Items:** OFFICE SUPPLY AND MATERIALS  
**Purpose:** For Social Technology Office Supplies - Tara Basa Tutoring Program 2024 Supplies and Materials

Company Name	Representative	Position / Designation	Date	Signature

\_\_\_\_\_  
Canvasser