

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

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- -NP-SVP  
**Date:** 7 Jun 2024

**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:			
			<b>Printing</b>			
			PRINTING TARA BASA MODULES (NANAY-TATAY MODULES FOR PARENTS)			
			<i>Specifications</i>			
	2,070	pieces	Specifications:  Pages: 200 - 220 pages (back-to-back) excluding cover Binding: perfect bound  Process: digital printing Stock/s: Cover - C2S 200 lbs : Inside - C2S 80 lbs Size: 8:25 x 10.75 inches Color: Full colors all pages 4/4; full color for pictures too Finish: Two sides printing, with matte and spot UV lamination on cover Others: CD file supplied (lay-out ready)  Delivery Schedule: 1st Proof/Draft - 5 working days upon receipt of text or materials for manual; submit design, cover and inside 2nd Proof/Draft - 5 working days upon receipt of comments or correction on 1st proof Final delivery - 10 working days upon receipt of approved final proof			
			*****NOTHING FOLLOWS*****			
			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 993,600.00</b>			

**PURPOSE:** ORD/SocTech-For TARA BASA MODULES (NANAY-TATAY MODULES FOR PARENTS) for the program implementation

**PR No.**

**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- -NP-SVP  
**Date:** 07-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 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 [bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph) not later than **5:00 PM on June 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.

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

\_\_\_\_\_  
**Supplier**  
 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- -NP-SVP

**Items:** PRINTING TARA BASA MODULES  
(NANAY-TATAY MODULES FOR PARENTS)

**Purpose:** ORD/SocTech-For TARA BASA MODULES (NANAY-TATAY MODULES FOR PARENTS) for the program implementation

Company Name	Representative	Position / Designation	Date	Signature

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Canvasser