

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No.: 24-0008-NP-Shopping

Date: 2024-10-24

"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."

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:			
	10	BOX	BALLPEN BLACK GEL INK (12 pc/box)			
	60	PIECE	CORRECTION TAPE, FILM BASE TYPE 8M			
	100	Pc	ID Holder			
	20	piece	MARKER, PERMANENT, bullet type, black			
	20	PIECE	WHITE BOARD MARKER			
	5	PACK	PHOTO PAPER A4 SIZE			
	2	ROLL	MANILA PAPER (45 pcs/roll)			
	2	PIECE	12 DIGITS TWO WAY POWER CALCULATOR			
	100	PIECE	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min			
	150	REAM	BOND PAPER (A4) 70 GSM			
	50	REAM	BOND PAPER (LONG) 70 GSM			
	60	BOTTLE	EPSON 003 BLACK			
	60	BOTTLE	EPSON 003 CYAN			
	60	BOTTLE	EPSON 003 MAGENTA			
	60	BOTTLE	EPSON 003 YELLOW			
	15	PIECE	LOGBOOK			
	5	BOX	PENCIL WITH ERASER (12 PCS PER BOX)			
	50	PIECE	SHARPENER (PLASTIC)			
	50	PIECE	EXPANDABLE FOLDER LONG			
	15	PACK	SIGN HERE STICKY NOTES			
	133	PIECE	NOTEBOOK, STENOGRAPHER, SPIRAL, 40 leaves			
			***** NOTHING FOLLOWS *****			

			Approved Budget for the Contract			
			(ABC): PhP 120,000.00			

PURPOSE: Supply and Delivery of Office Supplies for Pag-Abot Program Staff use. ✍

PR No. 2024-10-0008

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 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. 24-0008-NP-Shopping
Date: 2024-10-24

Sir/Madame

Please quote your government price/s including delivery charges, VAT or 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 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 Quotations (for goods or infra)/ Proposal (for consulting)

* Income/Business Tax Return for Contract with an ABC amounting above Php.500k

* Mayor's Permit

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

* PhilGEPS Registration No.

* PCAB License (for infra)

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 bacfo10@dswd.gov.ph not later than _____. Quotations submitted to different email address as stated above shall not be considered for evaluation.

5:00 PM ON OCT 28 2024

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: 1 Month/s
3. Goods/Services shall be delivered/conducted within: 15-30 CD after date of receipt of PO
4. Place of Delivery: Field Office 10
5. Terms of Payment: 15-30 CD after date of Final Inspection

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advice to Debit Account).

Account Name: _____
Bank Name: _____

Account Number: _____

*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.

6. Liquidated Damage/Penalty: *In case of failure to make full delivery within the time specified above, the amount of Liquidated damages shall be at least equal to one-tenth of one percent (0.01) 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 Philippines Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at 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 Worker and Development
Field Office No. 10
Cagayan de Oro City

PROOF OF RECEIPT

Quotation No: 24-0008-NP-Shopping

Items: Office Supplies ✕

Purpose: Supply and Delivery of Office Supplies for Pay-Abot Program Staff use ✕

Company Name	Representative	Position/ Designation	Date	Signature

Canvasser