

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**RFQ No.:** 24-0061-NP-SVP  
**Date:** 2024-10-30

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."

**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:			
	1	Pc	ADVOCACY MATERIALS TARPULIN (4X8 ft)			
	200	Pc	ADVOCACY MATERIALS SET: METAL /STAINLESS STEEL INSULATED TUMBLER ( 32 OUNCE ) METAL /STAINLESS STEEL KEYCHAIN BOTTON PINS ( 1.75 INCHES) TOTE BAG MEDIUM SIZE (CLOTH,CANVAS PLAIN WITH PRINT)			
			<b>***** NOTHING FOLLOWS *****</b>			
			<i>Note: - CHARGE TO TAAORSS AWARDS AND REWARDS EXPENSES</i>			
			<b>Approved Budget for the Contract</b>			
			<b>(ABC): PhP 171,000.00</b>			

**PURPOSE:** USE FOR PANATA KO SA BAYAN AWARDS

**PR No.** 2024-10-0061

**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

RFQ No.  
Date:

24-0061-NP-SVP  
2024-10-30

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

Mr/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](mailto:bacfo10@dswd.gov.ph) not later than \_\_\_\_\_. Quotations submitted to different email address as stated above shall not be considered for evaluation.

5:08 PM NOV 08 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: 6 months
- 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 (PhulGEPS). 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 Worker and Development  
Field Office No. 10  
Cagayan de Oro City

**PROOF OF RECEIPT**

Quotation No: 24-0061-NP-SVP

Items: 1 Pc Tarfawlin (4x8ft) and 200 pc Advocacy materials set

Purpose: USE FOR PANATA KO SA BAYAN AWARDS

Company Name	Representative	Position/ Designation	Date	Signature

\_\_\_\_\_  
Canvasser