

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.: 25-0587-NP-SVP
Date: 2025-4-25

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:			
	6	pack	STICKER PAPER, GLOSSY, waterproof, A4, 20 sheets/pack			
	60	pack	SPECIALTY PAPER, LAID/TEXTURED, CREAM/BEIGE color, A4 size, 80-90 GSM, 10 sheets/pack			
	2	box	BALLPEN, BLUE, 100 pcs/box			
	4	box	BALLPEN, Black, 100 pcs/box			
	60	roll	TAPE, DOUBLE-SIDED ADHESIVE, 1"			
	2	pc	GLUE GUN, heavy duty			
	60	pack	GLUE STICK, HOT MELT, for glue gun, 7mm x 100mm, 12pcs/pack			
	60	btl	GLUE, all-purpose, with nozzle, 130mL min			
	1	roll	LAMINATING FILM, HOT MELT, 250 microns, 9 inches, 50meters			
	60	pc	FILE BOX, smooth cover/textured; long: 15 1/2' x 9 3/8' x 7 1/8'			
	3	pc	STORAGE BOX, Multi Purpose Storage Box, 130L			
	60	pack	PAPER, CONSTRUCTION PAPER, LONG, 10pcs/pack			
	12	pack	PHOTO PAPER, SATIN, A4, 220-230 GSM, 20 SHEETS/PACK			
	150	pad	NOTE PAD, stick on, 2" x 1.5"			
	50	pc	MARKER, PERMANENT, broad tip, black			
	6	roll	TAPE, DUCT, width: 48mm (±1mm), 10m			
			***** NOTHING FOLLOWS *****			
			Note: -			
			Approved Budget for the Contract			

			(ABC): PhP 51,976.00			
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PURPOSE: for use of WGP staff

PR No. 2025-04-0587

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. 25-0587-NP-SVP
Date: 2025-4-25

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)
- * Mayor's Permit
- * PhilGEPS Registration No.
- * PCAB License (for infra)
- * Income/Business Tax Return 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 not later than _____. Quotations submitted to different email address as stated above shall not be considered for evaluation.

5:01 PM in MAY 02 2025

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: | Venue | | |
| 5. Delivery Term: | Cut-off Time for Deliveries during Office Hours | | |
| | 8 AM - 4 PM - Monday to Thursday | | |
| | 8 AM - 12 NN - Friday | | |

For delivery arrangements, please contact the Contract Implementation Unit to confirm the schedule.

Mai2x-	09954312982
Nadj-	09286163107
Froilan-	09519204261

6. 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: _____ Account Number: _____
- Bank Name: _____

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

7. 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.*
8. For goods, please indicate brand, model and country of origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty _____
11. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
12. 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 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: 25-0587-NP-SVP

Items:

Purpose: for use of WGP staff

Company Name	Representative	Position/ Designation	Date	Signature

Canvasser