

Company Name:

Company Address:

Contact Person:

Contact No. :

Philgeps Reg. No. :

Company TIN:

Email Address:

RFQ No.:

25-0703-SHOPPING

Date:

29-May-25

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 not later than **5:00 PM** on **June 2, 2025**. 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.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 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.

7. 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.

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.

website at www.philgeps.gov.ph and register for free.”

ARNEL V. RADAZA
Procurement Officer

Signature over Printed Name

PROOF OF RECEIPT

Quotation No: 25-0703-SHOPPING
Items: ENVELOPE,EXPANDING,KRAFT,WITH GARTER LEGAL SIZE,100pcs/box
Purpose: HRMDD,TAAORSS,BANGUN,EPAHP,SLP,CIU,HG - CONSOLIDATED OFFICE SUPPLIES

Company Name	Representative	Position / Designation	Date	Signature

Canvasser