





DSWD FIELD OFFICE MIMAROPA

ANNEX A

TERMS AND CONDITIONS:

- 1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- 2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- 3. Services shall be delivered on: 20 Calendar Days upon receipt of approved Purchase Order
- 4. Place of Delivery: DSWD Field Office MIMAROPA, 1680 F.T. Benitez cor., Malvar St., Malate, Manila

5. Payment shall be processed after delivery and upon submission of the required supporting documents in accordance with the existing government accounting rules and regulations. Please take note that the corresponding bank transfer fee ( if non Land Bank of the Philippines account) shall be charged to the supplier's/contractor's account.

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

Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
(should be the exact account name as registered in the bank)

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_

7. 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 shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of 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, country of origin and warranty

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail. In case of total figures and words, the latter shall prevail.

10. Bidders shall provide correct and accurate information required in the form. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

11. The item/s shall be delivered according to the requirements specified in the Technical Specifications/ Scope of Work/Terms of References. The DSWD shall have the right to inspect and /or to test the goods/services to confirm their conformity to the Technical Specifications/Scope of Work/Terms of Reference.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its approved IRR.

**After having carefully read and accepted the instructions and Terms and Conditions, I/We submit our quotation for the item/s stated in Annex B.**

**Conforme:**

Signature Over Printed Name : \_\_\_\_\_

Position/Designation : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Contact Number : \_\_\_\_\_

Email Address : \_\_\_\_\_

**IMPORTANT NOTICE:**

*Any solicitations in any form and for any purpose using the name or acting for and on behalf of DSWD Field Office MIMAROPA is unauthorized, unlawful, and should be disregarded. We strongly urge everyone to exercise caution and not engage with anyone claiming to represent DSWD Field Office MIMAROPA in such a manner.*

*To avoid misrepresentation, please only contact our authorized personnel via email or phone. You may reach us through:*

**Bids and Awards Committee Secretariat**

DSWD Field Office MIMAROPA

1680 F.T. Benitez corner Malvar Streets, Malate, Manila

Trunk Line Number: (02) 5328-5111 to 5115 local 24052

Email Address: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)

Website: <http://www.loc4b.dswd.gov.ph>

Procurement Officer-in-Charge : **SHEIWE ANN M. DOMINGO**

Contact Number : 0910-750-7941

