



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)

**REQUEST FOR QUOTATION**

\*COMPANY NAME : \_\_\_\_\_  
\*BUSINESS ADDRESS : \_\_\_\_\_  
\*CONTACT PERSON : \_\_\_\_\_  
\*CONTACT NUMBER : \_\_\_\_\_

**RFQ No. 2022-02-032**  
**PR No. 2022-01-015**  
**021/026/029/034/035**  
**2022-02-067**

Sir/Madam:

The DSWD Regional Office III, through its Procurement Section, hereby requests you to submit price quotations for the following items/services listed in Annex A (Form 04-A)/ Annex B (Form 04-B) for the procurement of;

**Title of Project: Purchase of Janitorial Supplies of Seven (7) Center and Institutions (Haven, Amor Village, Thfw, Tlc, Rhfg, Rrcy & Rsc) of DSWD RO III for First (1st) Quarter 2022.**

Please quote using the business name indicated in your original receipt/sales invoice. Also, your quotation should be accompanied by adequate technical documentation and catalogue(s) and/or other printed materials or pertinent information for each item quoted if applicable.

To assist you in the preparation of your price quotation, we include the necessary technical specifications, required quantities and **TERMS AND CONDITIONS:**

- 1. Technical Components:** Interested suppliers are required to submit the following;
  - Valid/Current Mayor's Permit
  - Accomplished Certificate of Signatory (template provided)
  - Bank Details - Issuing Bank (preferably LBP) (template provided)
  - PhilGEPS Registration Number (if Red)/ PhilGEPS Certificate (if Platinum)
  - Latest Income/ Business Tax Return
  - Omnibus Sworn Statement (50k above)
- 2. ABC of Project: 676,557.87**
- 3. Award Basis:** Award shall be made to the supplier(s)/ service provider(s) on per:  

☐ Item Basis      ☒ Lot Basis
- 4.** The procuring Entity reserves its right to reject bid or if already awarded, automatically cancel such award in case of failure to deliver all the items in its respective quantity and technical specifications in accordance with herein indicated award basis.
- 5. Place of Delivery:** Items/Materials requested shall be delivered at;  
**DSWD FO III, Diosdado Macapagal Government Center, Brgy. Maimpis, CSFP**  
at the expense of the supplier/service provider within the period specified below.
- 6. Delivery Terms:** within working days upon receipt of Purchase Order/Job Order/Contract/ Notice to Proceed. If the **supplier/service provider** failed to deliver or perform the services under the contract/PO within \_\_\_\_ days without valid reason acceptable to the procuring entity (DSWD) the contract may be terminated through a notice to be issued by the Head of Procuring Entity (HOPE). The procuring entity shall then proceed to negotiate with the succeeding responsive supplier/s if applicable or any other available valid option subject to the Rules and Regulations of R.A. 9184.
- 7. Deadline of Submission:** The DSWD Regional Office III, through its Procurement Section will receive duly accomplished quotations until \_\_\_\_\_, 2022. Quotations submitted beyond the deadline will not be accepted.
- 8. Manner of Submission:** Your bid/quotation shall be submitted together with this form in
  - **Mail/Personal** – SEALED ENVELOPE with the following information written on the envelope = PR No., ABC of Project, Name/Title of Project, Supplier/Service Provider's Business Name.
  - **E-mail** – send to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph) **ONLY (official email address of the BAC Secretariat)**
- 9. Validity of the Offer:** Standard quotation(s) validity shall be for a minimum period of thirty (30) calendar days from the date of the submission of your bid/quotation thru the following manner to constitute ACCEPTANCE;
  - If submitted thru Mail/Personal appearance: to be stamped "RECEIVED" by a BAC/Procurement Representative
  - If submitted thru E-mail: to be acknowledged by a BAC/Procurement Representative

PS Copy

However, should you stipulate your own Offer Validity for the above-mentioned project on the Annex A/B form, the standard requirement above shall be superseded. If the **supplier/service provider** withdraw the quotation during the validity period and/or refuse to accept the award of a contract when and if awarded without an acceptable justification, then the supplier(s)/service provider(s) may be banned from participating with DSWD RO III's procurement for a minimum period of three (3) months.

10. **Alterations:** Any interlineations, erasures or overwriting shall be valid **only if they are signed** by the supplier or any of its duly authorized representative(s).
11. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. In evaluating the quotations, the Purchaser will adjust any arithmetical errors as follows:
- where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
  - where there is a miscalculation in the amount/s in figures in the total quoted award basis, the amount of bid as calculated by the BAC will prevail (base on the adjusted line item total per item)
  - If a Supplier refuses to accept the correction, his quotation will be rejected.
12. **Award of Purchase Order/Job Order:** The award shall be made to the bidder offering the lowest evaluated price that is responsive/meets the minimum technical and financial requirements or whatever is deemed most advantageous on the part of DSWD ROIII as determined by the Bids and Awards Committee (BAC).
13. **Liquidated damages/penalty:** In case of failure to make the full delivery within the time specified in the delivery terms, a penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. If the **cumulative amount of liquidated damages** reaches ten percent (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. (2016 Revised IRR of R.A 9184 Annex "I" Guidelines on Termination of Contracts)
14. **Terms of Payment:** Payment shall be made within seven (7) to fifteen (15) working days thru Check (for first time suppliers) or LDDAP, only upon full delivery/performance of the items/materials/services and acceptance by the requisitioning unit and/or the inspection and acceptance committee and presentation & submission of complete documents to Finance Division. For Non-LBP Accounts, LDDAP service charge will be borne by the Supplier/Service Provider – thus encouraged to open Land Bank of the Philippines Account.
15. **Authenticity of Signatures:** The DSWD ROIII requests an accomplished copy of the **Certificate of Signatory Form** from your company to identify your duly authorized representatives and determine their respective signatures for security purposes. If you are a newly registered supplier, please request the form from our office and submit it together with your quotation.
16. **Brands and Model Numbers:** For supplies/goods, all bids must be quoted with a corresponding brand next to its quoted price. If your offer does not have a specific brand, the term "generic" should be stated for Goods/Supplies only. Likewise, all equipment (I.T., Furniture, Appliances, etc.) must have a specified brand offer with corresponding model number. Non-compliance of this provision will automatically disqualify your bid/quotation.

Further information can be obtained from:

Address : DSWD ROIII, DMGC, Brgy. Maimpis, San Fernando, Pampanga  
Tele Fax : (045) 861-5630/2413 local 127  
E-mail Address : [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph)

Please acknowledge the receipt of this request letter which will serve as a formal letter of invitation to bid by affixing your signature below.

Sincerely,

  
**JENNEFER CAMPANG MORALES**  
Admin. Officer V, Procurement Section

Concurred by:

**SUPPLIER/SERVICE PROVIDER**  
(Signature over Printed Name)

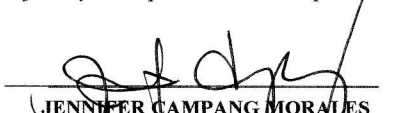
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**Remarks:**

- ☐ - Supplier/Service Provider *submitted* his/her bid before closing date/ Expressed interest to bid
- ☐ - Supplier/ Service Provider *did not submit* his/her bid before closing date/Expressed disinterest to bid



PRICE QUOTATION FORM

Please quote your lowest price for the package described below stating the shortest time of delivery, subject to the terms and conditions set forth on the Request For Quotation Form, and submit your quotation duly signed by your authorized representative (see letter "N" of Terms and Conditions in the RFQ Form) at Procurement Section, DSWD RO III, Gov't Center, Maimpis, City of San Fernando, Pampanga on or before \_\_\_\_\_, 2022. The DSWD ROIII reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

  
JENNIFER CAMPANG MORALES  
Admin. Officer V, Procurement Section

A. PROJECT DETAILS

TITLE OF PROJECT :  
ABC OF PROJECT :  
REFERENCE PR NO. :  
  
  
  
  
  
  
RFQ NUMBER :  
REQUESTING OFFICE :

Purchase of Janitorial Supplies of Seven (7) Center and Institutions (Haven, Amor Village, Thfw, Tlc, Rhfg, Rrcy & Rsc) of DSWD RO III for First (1st) Quarter 2022.

676,557.87

2022-01-015A

2022-01-021

2022-01-026

2022-01-029

2022-01-034

2022-01-035

2022-02-067

2022-02-032

HAVEN, AMOR VILLAGE, THFW, TLC, RHFG, RRCY & RSCC

B. QUOTE/OFFER

\*NAME OF FIRM/OFFEROR :  
\*BUSINESS ADDRESS :  
\*CONTACT PERSON :  
\*CONTACT NUMBER :

\*DATE :

[please accomplish the required field in red asterisk (" \* ")]

Sir/Madam:

After having carefully read and accepted the Terms and Conditions as per attached RFQ, I/We quote you on the items/services at prices hereunder.

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS		
				SPECIFICATIONS	UNIT COST	TOTAL COST
			JANITORIAL SUPPLIES			
1	43	CAN	AIR FRESHENER, Aerosol type/Spray Mist, 320ml, Lemon Scent			
2	5	PIECE	BABY LOTION, 500ml			
3	50	PIECE	BABY OIL, REGULAR, 300ml			
4	5	PIECE	BABY POWDER, Classic, 500g			
5	11	PACK	BAGS, SANDO TYPE, Large, White, 100pcs./pack			
6	3	PACK	BATTERY, AA, Alkaline, 1.5Volts, 2 pieces per blister pack			
7	3	PACK	BATTERY, AAA, Alkaline, 1.5Volts, 2 pieces per blister pack			
8	6	PACK	BATTERY, D, Alkaline, 1.5Volts, 2 pieces per blister pack			
9	40	BOTTLE	BLEACH, All Purpose, 1 liter			
10	30	PIECE	BROOM SOFT, TAMBO, Tiger Grass/Arjuna Fiber			
11	40	PIECE	BROOM, STICK, TINGTING			
12	20	PIECE	BROOM, STICK, TINGTING, With Handle			
13	10	PIECE	AIR FRESHENER, GEL TYPE, Lemon Scent, 180g			
14	44	PIECE	CLEANER, TOILET BOWL, Antibacterial, 900ml			
15	12	CAN	CLEANSER, SCOURING POWDER, Floral Scent, 500g			
16	32	PIECE	BABY COLOGNE, REGULAR, size: 125ml			
17	60	PACK	COTTON BALLS, HYPOALLERGENIC, 140 balls/pack			
18	30	PACK	COTTON BUDS, Plastic Stem, 200pcs/can			
19	224	PIECE	DEODORANT, ROLL-ON, FOR MEN, ICE COOL SCENT, 50ml			
20	30	PIECE	DEODORANT, ROLL-ON, FOR WOMEN, POWDER DRY, 50ml			
21	36	PIECE	DEODORIZER, TOILET, Lemon Scent, size: 100g w/ frame/holder			
22	1,774	BAR	DETERGENT BAR, BLOSSOM FRESH, Jumbo Cut, 120g			
23	294	POUCH	DETERGENT POWDER, ORIGINAL, 2kg/pouch			
24	20	PACK	DIAPERS, DISPOSABLE, Large size (9-14 kg), 48pcs/pack			
25	20	PACK	DIAPERS, DISPOSABLE, Medium size (6-11 kg), 40pcs/pack			
26	10	PACK	DIAPERS, Small size (3-7 kg), 60pcs/pack			
27	35	PACK	DIAPERS, XXL size, (15-25 kg), 34pcs/pack			
28	24	PACK	DIAPERS, ADULT USE, Unisex, Medium, Waist Size: 32-44 inches, 10pads/pack			
29	21	PACK	DIAPERS, ADULT USE, Unisex, Extra-Large, Waist Size: 50-62 inches, 10pads/pack			

30	180	PIECE	DIPPER, PLASTIC, Durable, Size: L29 x W16 x H12cm			
31	134	BOTTLE	DISHWASHING LIQUID, Kalamansi, 495ml			
32	47	CAN	DISINFECTANT SPRAY, Aerosol type, Crisp Linen Scent, 510ml			
33	4	GALLON	DISINFECTANT LIQUID BLEACH, Sodium Hypochlorite, 3.5L			
34	142	BUNDLE	FABRIC CONDITIONER, Antibacterial, Fresh day, 50ml, 6pcs/bundle			
35	37	CAN	INSECTICIDE, Multi Insect Killer, Aerosol type, 500ml			
36	8	PIECE	MOPHANDLE, Aluminum Handle, Screw Type			
37	8	PIECE	MOPHEAD, RAYON, 40 strands/ply, 3ply/strand, Twisted			
38	10	BOTTLE	MURIATIC ACID, All purpose Cleaner, 1L capacity			
39	630	PACK	NAPKIN, Cotony Soft Cover, with Wings, 8pads/pack			
40	100	PACK	NAPKIN, Cotony Soft Cover, without Wings, 8pads/pack			
41	1,150	BAR	PURE WHITE BAR SOAP, anti-bacterial, 85 grams			
42	15	BOTTLE	PURE WHITE, LIQUID HANDWASH, Antibacterial, Scented, 225ml			
43	25	PIECE	SCOURING BALL, STAINLESS STEEL, Regular, 30grams			
44	90	PIECE	SCRUB SPONGE, Heavy Duty, Size: 105mm x 83mm x 30mm			
45	94	BOTTLE	SHAMPOO, FOR MEN, Cool Menthol, Size: 330ml			
46	545	BOTTLE	SHAMPOO, FOR WOMEN, Smooth and Silky, Size: atleast 330ml			
47	25	ROLL	TAPE, ELECTRIC, size: 48mm x 5m			
48	10	PACK	TOILET BOWL CLEANING STRIP, Stick-on, weight: 10g, 3strips/pack			
49	20	PACK	TOILET TISSUE PAPER, 3-ply, 600 sheets, 12rolls/pack			
50	100	PIECE	TOOTHBRUSH, TWISTER, Medium Bristles for adult use			
51	380	PIECE	TOOTHPASTE, Anti-Cavity, Size: atleast 145ml			
52	30	PACK	TRASHBAG, TEAR-RESISTANT, Biodegradable, Extra-Large, 10pcs/pack			
53	25	PACK	WIPES, FACIAL/HAND, Alcohol-free, Unscented, No Paraben, 90pcs./pack			
				TOTAL BID (Amount in Figures):		
			APPROVED BUDGET FOR THE CONTRACT	(TOTAL ABC)		676,557.87

AWARD BASIS:        /   / Item Basis        / X / Lot Basis

The above-quoted prices are inclusive of all costs and applicable taxes.

MARK ANGELO BASILIO  
Signature of Canvasser

\*  
\_\_\_\_\_  
SUPPLIER/SERVICE PROVIDER  
(Signature Over Printed Name)



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Regional Office III

TECHNICAL SPECIFICATIONS

Bidders/Suppliers must state "COMPLY" or "NOT COMPLY" in the column "Statement of Compliance" against each of the individual parameters of each "Specification." Please do not just place check on the SOC portion.

A. PROJECT DETAILS

TITLE OF PROJECT :  
ABC OF PROJECT :  
REFERENCE PR NO. :  
  
  
  
  
  
  
  
  
  
RFQ NUMBER :  
REQUESTING OFFICE :

Purchase of Janitorial Supplies of Seven (7) Center and Institutions (Haven, Amor Village, Thfw, Tlc, Rhfg, Rrcy & Rsc) of DSWD RO I  
Quarter 2022.  
676,557.87  
2022-01-015A  
2022-01-021  
2022-01-026  
2022-01-029  
2022-01-034  
2022-01-035  
2022-02-067  
2022-02-032  
HAVEN, AMOR VILLAGE, THFW, TLC, RHFG, RRCY & RSCC

B. QUOTE/OFFER

\*NAME OF FIRM/OFFEROR :  
\*BUSINESS ADDRESS :  
\*CONTACT PERSON :  
\*CONTACT NUMBER :

\*DATE:

[please accomplish the required field in red asterisk (" \* ")]

AWARD BASIS		TECHNICAL SPECIFICATIONS	BIDDER'S
ITEM NO.	SCOPE	(Purchaser's Required Specifications)	STATEMENT OF COMPLIANCE
	1 LOT	JANITORIAL SUPPLIES	
1		AIR FRESHENER, Aerosol type/Spray Mist, 320ml, Lemon Scent	
2		BABY LOTION, 500ml	
3		BABY OIL, REGULAR, 300ml	
4		BABY POWDER, Classic, 500g	
5		BAGS, SANDO TYPE, Large, White, 100pcs./pack	
6		BATTERY, AA, Alkaline, 1.5Volts, 2 pieces per blister pack	
7		BATTERY, AAA, Alkaline, 1.5Volts, 2 pieces per blister pack	
8		BATTERY, D, Alkaline, 1.5Volts, 2 pieces per blister pack	
9		BLEACH, All Purpose, 1 liter	
10		BROOM SOFT, TAMBO, Tiger Grass/Arjuna Fiber	
11		BROOM, STICK, TINGTING	
12		BROOM, STICK, TINGTING, With Handle	
13		AIR FRESHENER, GEL TYPE, Lemon Scent, 180g	
14		CLEANER, TOILET BOWL, Antibacterial, 900ml	
15		CLEANSER, SCOURING POWDER, Floral Scent, 500g	
16		BABY COLOGNE, REGULAR, size: 125ml	
17		COTTON BALLS, HYPOALLERGENIC, 140 balls/pack	
18		COTTON BUDS, Plastic Stem, 200pcs/can	
19		DEODORANT, ROLL-ON, FOR MEN, ICE COOL SCENT, 50ml	
20		DEODORANT, ROLL-ON, FOR WOMEN, POWDER DRY, 50ml	
21		DEODORIZER, TOILET, Lemon Scent, size: 100g w/ frame/holder	
22		DETERGENT BAR, BLOSSOM FRESH, Jumbo Cut, 120g	
23		DETERGENT POWDER, ORIGINAL, 2kg/pouch	
24		DIAPERS, DISPOSABLE, Large size (9-14 kg), 48pcs/pack	
25		DIAPERS, DISPOSABLE, Medium size (6-11 kg), 40pcs/pack	
26		DIAPERS, Small size (3-7 kg), 60pcs/pack	
27		DIAPERS, XXL size, (15-25 kg), 34pcs/pack	

28	DIAPERS, ADULT USE, Unisex, Medium, Waist Size: 32-44 inches, 10pads/pack	
29	DIAPERS, ADULT USE, Unisex, Extra-Large, Waist Size: 50-62 inches, 10pads/pack	
30	DIPPER, PLASTIC, Durable, Size: L29 x W16 x H12cm	
31	DISHWASHING LIQUID, Kalamansi, 495ml	
32	DISINFECTANT SPRAY, Aerosol type, Crisp Linen Scent, 510ml	
33	DISINFECTANT LIQUID BLEACH, Sodium Hypochlorite, 3.5L	
34	FABRIC CONDITIONER, Antibacterial, Fresh day, 50ml, 6pcs/bundle	
35	INSECTICIDE, Multi Insect Killer, Aerosol type, 500ml	
36	MOPHANDLE, Aluminum Handle, Screw Type	
37	MOPHEAD, RAYON, 40 strands/ply, 3ply/strand, Twisted	
38	MURIATIC ACID, All purpose Cleaner, 1L capacity	
39	NAPKIN, Cotony Soft Cover, with Wings, 8pads/pack	
40	NAPKIN, Cotony Soft Cover, without Wings, 8pads/pack	
41	PURE WHITE BAR SOAP, anti-bacterial, 85 grams	
42	PURE WHITE, LIQUID HANDWASH, Antibacterial, Scented, 225ml	
43	SCOURING BALL, STAINLESS STEEL, Regular, 30grams	
44	SCRUB SPONGE, Heavy Duty, Size: 105mm x 83mm x 30mm	
45	SHAMPOO, FOR MEN, Cool Menthol, Size: 330ml	
46	SHAMPOO, FOR WOMEN, Smooth and Silky, Size: atleast 330ml	
47	TAPE, ELECTRIC, size: 48mm x 5m	
48	TOILET BOWL CLEANING STRIP, Stick-on, weight: 10g, 3strips/pack	
49	TOILET TISSUE PAPER, 3-ply, 600 sheets, 12rolls/pack	
50	TOOTHBRUSH, TWISTER, Medium Bristles for adult use	
51	TOOTHPASTE, Anti-Cavity, Size: atleast 145ml	
52	TRASHBAG, TEAR-RESISTANT, Biodegradable, Extra-Large, 10pcs/pack	
53	WIPES, FACIAL/HAND, Alcohol-free, Unscented, No Paraben, 90pcs./pack	

I hereby certify to comply with SOME / ALL of the above Technical Specification/s.

\*

DEALER/SUPPLIER

(Signature Over Printed Name)