



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

### REQUEST FOR QUOTATION

**RFQ No. 2021-11-314**  
**PR No. 2021-10-625**

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

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 Office Supplies for the use of HRMD Staff.**

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 9 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 and Business Permit if new Service Provider
  - Accomplished Certificate of Signatory if new Service Provider (template provided)
  - Bank Details - Issuing Bank if new Service Provider (preferably LBP) (template provided)
  - PhilGEPS Registration Number if new Service Provider (if Red)/ PhilGEPS Certificate (if Platinum)
  - Latest Income/ Business Tax Return if new Service Provider
2. **ABC of Project: P 70,520.00**
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 ROIII, 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 \_\_\_\_\_, 2021. 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

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.

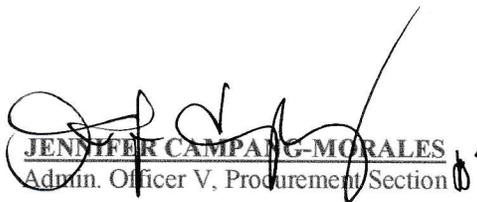
10. **Alterations:** Any interlineations, erasures or overwriting shall be valid **only if they are signed** by the supplier or any of its duly authorized representative(s).
11. **Evaluation of Quotations:** Offers determined to be substantially responsive to the technical specifications will be evaluated 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,

  
JENNIFER 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