



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

REQUEST FOR QUOTATION

RFQ No. 2022-03-122
PR No. 2022-03-185, 200, 201, 214,
215, 216 & 217

*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 Janitorial Supplies of Seven (7) Center and Institutions (TLC, AMOR VILLAGE, THFW, RSCC, HAVEN, RRCY & RHFG) of DSWD RO III for the Month of April - May 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: ₱ 544,833.63**
- 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 Main Building, Government Center, Matulungin St., Maimpis, City of San Fernando, Pampanga at the expense of the supplier/service provider within the period specified below
- 6. Delivery Terms: Within 20 Calendar 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 five (5) 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 **March 28, 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 your quotation / best offer ONLY to quotation.fo3@dswd.gov.ph
(The exclusive and official email address of the BAC Secretariat)
NOTE: Quotations / bids submitted to other emails of DSWD, Procurement Section and BAC Secretariat will be REJECTED. Please submit your quotation/bid/best offer before the cut-off time and date.
- 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: A system generated email will be sent to confirm your submission.

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.

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 and 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 the Manufacturer or Source your offer cannot be properly identified, 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.
17. **Blacklisting and Suspension:** If the **supplier/service provider withdraw the quotation** during the validity period, refuse to accept the award of a contract when and if awarded without an acceptable justification, cancel or modify any item in its bid prejudicial to the best interest of the Government, 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.

For any unsatisfactory performance, contract breach, Purchase Order deviation, the Uniform Guidelines on Blacklisting of Manufacturers, Suppliers, Distributors, Contractors and Consultants shall apply.

Further information can be obtained from:

Address	: DSWD ROIII, DMGC, Brgy. Maimpis, San Fernando, Pampanga
Tele Fax	: (045) 861-5630/2413 local 127
Website	: https://fo3.dswd.gov.ph/updating/
Email	: procurement.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)


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 : Purchase of Janitorial Supplies of Seven (7) Center and Institutions (TLC, AMOR VILLAGE, THFW, RSCC, HAVEN, RRCY & RHFG) of DSWD RO III for the Month of April - May 2022.
ABC OF PROJECT : 544,833.63
REFERENCE PR NO. : 2022-03-185, 2022-03-200, 2022-03-201, 2022-03-214, 2022-03-215, 2022-03-216 & 2022-03-217
RFQ NUMBER : 2022-03-122
REQUESTING OFFICE : TLC, AMOR VILLAGE, THFW, RSCC, HAVEN, RRCY & RHFG

B. QUOTE/OFFER

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

[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/B RAND	UNIT COST	TOTAL COST
			JANITORIAL SUPPLIES			
1	30	CAN	AIR FRESHENER, Aerosol type/Spray Mist, 320ml, Lemon Scent			
2	12	BOTTLE	ALCOHOL, ISOPROPHYL, 70% solution, 500ml			
3	3	PIECE	BABY LOTION, 500ml			
4	13	PIECE	BABY OIL, REGULAR, 300ml			
5	13	PIECE	BABY POWDER, Classic, 500g			
6	8	PACK	BAGS, SANDO TYPE, Large, White, 100pcs./pack			
7	9	PACK	BATTERY, AA, Alkaline, 1.5Volts, 2 pieces per blister pack			
8	4	PACK	BATTERY, AAA, Alkaline, 1.5Volts, 2 pieces per blister pack			
9	2	PACK	BATTERY, D, Alkaline, 1.5Volts, 2 pieces per blister pack			
10	40	BOTTLE	BLEACH, All Purpose, 1 liter			
11	51	PIECE	BROOM SOFT, TAMBO, Tiger Grass/Arjuna Fiber			
12	34	PIECE	BROOM, STICK, TINGTING			
13	20	PIECE	BROOM, STICK, TINGTING, With Handle			
14	14	PIECE	AIR FRESHENER, GEL TYPE, Lemon Scent, 180g			
15	36	PIECE	CLEANER, TOILET BOWL, Antibacterial, 900ml			
16	10	CAN	CLEANSER, SCOURING POWDER, Floral Scent, 500g			
17	26	PIECE	BABY COLOGNE, REGULAR, size: 125ml			
18	30	PACK	COTTON BALLS, HYPOALLERGENIC, 140 balls/pack			
19	20	PACK	COTTON BUDS, Plastic Stem, 200pcs/can			
20	54	PIECE	DEODORANT, ROLL-ON, FOR MEN, ICE COOL SCENT, 50ml			
21	110	PIECE	DEODORANT, ROLL-ON, FOR WOMEN, POWDER DRY, 50ml			
22	40	PIECE	DEODORIZER, TOILET, Lemon Scent, size: 100g w/ frame/holder			
23	1242	BAR	DETERGENT BAR, BLOSSOM FRESH, Jumbo Cut, 120g			
24	353	POUCH	DETERGENT POWDER, ORIGINAL, 2kg/pouch			
25	11	PACK	DIAPERS, DISPOSABLE, Large size (9-14 kg), 48pcs/pack			
26	11	PACK	DIAPERS, DISPOSABLE, Medium size (6-11 kg), 40pcs/pack			
27	5	PACK	DIAPERS, Small size (3-7 kg), 60pcs/pack			
28	40	PACK	DIAPERS, XXL size, (15-25 kg), 34pcs/pack			
29	35	PACK	DIAPERS, ADULT USE, Unisex, Medium, Waist Size: 32-44 inches, 10pads/pack			
30	13	PACK	DIAPERS, ADULT USE, Unisex, Extra-Large, Waist Size: 50-62 inches, 10pads/pack			
31	77	BOTTLE	DISHWASHING LIQUID, Kalamansi, 495ml			
32	44	CAN	DISINFECTANT SPRAY, Aerosol type, Crisp Linen Scent, 510ml			
33	4	GALLON	DISINFECTANT LIQUID BLEACH, Sodium Hypochlorite, 3.5L			
34	10	PIECE	DUST PAN, Plastic, With Wall Hanger, Size: L26 x W24 x H66cm			
35	118	BUNDLE	FABRIC CONDITIONER, Antibacterial, Fresh day, 50ml, 6pcs/bundle			
36	36	CAN	INSECTICIDE, Multi Insect Killer, Aerosol type, 500ml			
37	5	PIECE	MOPHANDLE, Aluminum Handle, Screw Type			

38	6	BOTTLE	MURIATIC ACID, All purpose Cleaner, 1L capacity			
39	582	PACK	NAPKIN, Cottony Soft Cover, with Wings, 8pads/pack			
40	100	PACK	NAPKIN, Cottony Soft Cover, without Wings, 8pads/pack			
41	2	PACK	PLASTIC BAG, Color White, Large size, 100pcs/pack			
42	757	BAR	PURE WHITE BAR SOAP, anti-bacterial, 85 grams			
43	20	KILO	RAGS, ALL COTTON, Round, Size: 7 inches, 1kilo			
44	5	BOTTLE	PURE WHITE, LIQUID HANDWASH, Antibacterial, Scented, 225ml			
45	36	PIECE	SCOURING BALL, STAINLESS STEEL, Regular, 30grams			
46	127	PIECE	SCRUB SPONGE, Heavy Duty, Size: 105mm x 83mm x 30mm			
47	65	BOTTLE	SHAMPOO, FOR MEN, Cool Menthol, Size: 330ml			
48	340	BOTTLE	SHAMPOO, FOR WOMEN, Smooth and Silky, Size: atleast 330ml			
49	2	ROLL	TAPE, ELECTRIC, size: 19mm x 16mm			
50	5	PACK	TOILET BOWL CLEANING STRIP, Stick-on, weight: 10g, 3strips/pack			
51	23	PACK	TOILET TISSUE PAPER, 3-ply, 600 sheets, 12rolls/pack			
52	175	PIECE	TOOTHBRUSH, TWISTER, Medium Bristles for adult use			
53	344	PIECE	TOOTHPASTE, Anti-Cavity, Size: atleast 145ml			
54	48	PACK	TRASHBAG, TEAR-RESISTANT, Biodegradable, Extra-Large, 10pcs/pack			
55	27	PACK	WIPES, FACIAL/HAND, Alcohol-free, Unscented, No Paraben, 90pcs./pack			
			NOTE:			
			<i>No Record of Repeated Delay</i>			
			<i>No Partial Delivery</i>			
			<i>No Modification and Extension</i>			
			<i>Please Read Technical Specification before indicate your compliant</i>			
				TOTAL BID (Amount in Figures):		
			APPROVED BUDGET FOR THE CONTRACT	(TOTAL ABC)		544,833.63

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

Purchase of Janitorial Supplies of Seven (7) Center and Institutions (TLC, AMOR VILLAGE, THFW, RSCC, HAVEN, RRCY & RHFG) for the Month of April - May 2022.

ABC OF PROJECT : 544,833.63

REFERENCE PR NO. : 2022-03-185, 2022-03-200, 2022-03-201,2022-03-214, 2022-03-215, 2022-03-216 & 2022-03-217

RFQ NUMBER : 2022-03-122

REQUESTING OFFICE : TLC, AMOR VILLAGE, THFW, RSCC, HAVEN, RRCY & RHFG

B. QUOTE/OFFER

*NAME OF FIRM/OFFEROR : _____ *DATE: _____

*BUSINESS ADDRESS : _____

*CONTACT PERSON : _____

*CONTACT NUMBER : _____

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

AWARD BASIS		TECHNICAL SPECIFICATIONS	BIDDER'S
ITEM NO.	SCOPE	(Purchaser's Required Specifications)	STATEMENT OF COMPLIANCE
		JANITORIAL SUPPLIES	
1	1 LOT	AIR FRESHENER, Aerosol type/Spray Mist, 320ml, Lemon Scent	
2		ALCOHOL, ISOPROPHYL, 70% solution, 500ml	
3		BABY LOTION, 500ml	
4		BABY OIL, REGULAR, 300ml	
5		BABY POWDER, Classic, 500g	
6		BAGS, SANDO TYPE, Large, White, 100pcs./pack	
7		BATTERY, AA, Alkaline, 1.5Volts, 2 pieces per blister pack	
8		BATTERY, AAA, Alkaline, 1.5Volts, 2 pieces per blister pack	
9		BATTERY, D, Alkaline, 1.5Volts, 2 pieces per blister pack	
10		BLEACH, All Purpose, 1 liter	
11		BROOM SOFT, TAMBO, Tiger Grass/Arjuna Fiber	
12		BROOM, STICK, TINGTING	
13		BROOM, STICK, TINGTING, With Handle	
14		AIR FRESHENER, GEL TYPE, Lemon Scent, 180g	
15		CLEANER, TOILET BOWL, Antibacterial, 900ml	
16		CLEANSER, SCOURING POWDER, Floral Scent, 500g	
17		BABY COLOGNE, REGULAR, size: 125ml	
18		COTTON BALLS, HYPOALLERGENIC, 140 balls/pack	
19		COTTON BUDS, Plastic Stem, 200pcs/can	
20		DEODORANT, ROLL-ON, FOR MEN, ICE COOL SCENT, 50ml	
21		DEODORANT, ROLL-ON, FOR WOMEN, POWDER DRY, 50ml	
22		DEODORIZER, TOILET, Lemon Scent, size: 100g w/ frame/holder	
23		DETERGENT BAR, BLOSSOM FRESH, Jumbo Cut, 120g	
24		DETERGENT POWDER, ORIGINAL, 2kg/pouch	
25		DIAPERS, DISPOSABLE, Large size (9-14 kg), 48pcs/pack	
26		DIAPERS, DISPOSABLE, Medium size (6-11 kg), 40pcs/pack	
27		DIAPERS, Small size (3-7 kg), 60pcs/pack	
28		DIAPERS, XXL size, (15-25 kg), 34pcs/pack	
29		DIAPERS, ADULT USE, Unisex, Medium, Waist Size: 32-44 inches, 10pads/pack	
30		DIAPERS, ADULT USE, Unisex, Extra-Large, Waist Size: 50-62 inches, 10pads/pack	
31		DISHWASHING LIQUID, Kalamansi, 495ml	
32		DISINFECTANT SPRAY, Aerosol type, Crisp Linen Scent, 510ml	
33		DISINFECTANT LIQUID BLEACH, Sodium Hypochlorite, 3.5L	
34		DUST PAN, Plastic, With Wall Hanger, Size: L26 x W24 x H66cm	

35	FABRIC CONDITIONER, Antibacterial, Fresh day, 50ml, 6pcs/bundle	
36	INSECTICIDE, Multi Insect Killer, Aerosol type, 500ml	
37	MOPHANDLE, Aluminum Handle, Screw Type	
38	MURIATIC ACID, All purpose Cleaner, 1L capacity	
39	NAPKIN, Cottony Soft Cover, with Wings, 8pads/pack	
40	NAPKIN, Cottony Soft Cover, without Wings, 8pads/pack	
41	PLASTIC BAG, Color White, Large size, 100pcs/pack	
42	PURE WHITE BAR SOAP, anti-bacterial, 85 grams	
43	RAGS, ALL COTTON, Round, Size: 7 inches, 1kilo	
44	PURE WHITE, LIQUID HANDWASH, Antibacterial, Scented, 225ml	
45	SCOURING BALL, STAINLESS STEEL, Regular, 30grams	
46	SCRUB SPONGE, Heavy Duty, Size: 105mm x 83mm x 30mm	
47	SHAMPOO, FOR MEN, Cool Menthol, Size: 330ml	
48	SHAMPOO, FOR WOMEN, Smooth and Silky, Size: atleast 330ml	
49	TAPE, ELECTRIC, size: 19mm x 16mm	
50	TOILET BOWL CLEANING STRIP, Stick-on, weight: 10g, 3strips/pack	
51	TOILET TISSUE PAPER, 3-ply, 600 sheets, 12rolls/pack	
52	TOOTHBRUSH, TWISTER, Medium Bristles for adult use	
53	TOOTHPASTE, Anti-Cavity, Size: atleast 145ml	
54	TRASHBAG, TEAR-RESISTANT, Biodegradable, Extra-Large, 10pcs/pack	
55	WIPES, FACIAL/HAND, Alcohol-free, Unscented, No Paraben, 90pcs./pack	
	NOTE:	
	<i>No Record of Repeated Delay</i>	
	<i>No Partial Delivery</i>	
	<i>No Modification and Extension</i>	
	<i>Please Read Technical Specification before indicate your compliant</i>	

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

*

DEALER/SUPPLIER

(Signature Over Printed Name)