

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No. 2022-06-311  
PR No. 2022-06-668  
Mode of Proc: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED. To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!**

\*Title of the Project: Supply and Delivery of Purified Drinking Water for the DSWD Field Office III and A74 Bistro.

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 **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

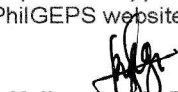
Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph) not later than **3:00PM June 17, 2022**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number] [Complete title of the Project]**. Bids submitted must be in **pdf format ONLY** clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,

  
JENNIFER CAMPANG-MORALES  
Procurement Section Chief

Terms and Conditions:

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: July 2022 - September 2022
- Place of Delivery: DSWD FO III Main Building, DMGC, Maimpis, City of San Fernando, Pampanga and A74 Bistro
- Terms of Payment: Within Thirty (30) Calendar Days  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
\*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, 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 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.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty (If applicable): \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

  
Keilyn Joy D. Baltazar

PPMU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No.: 2022-06-311

Date: \_\_\_\_\_

\*Date of Delivery: \_\_\_\_\_

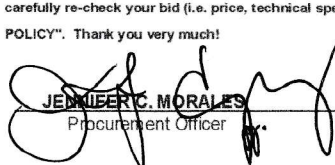
\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*Contact No.: \_\_\_\_\_  
 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications	UNIT COST	TOTAL COST
	2,500	CONT.	<b>SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER of DSWD Field Office III and A74 Building</b>			
			1. Delivery of purified drinking water corresponding to the weekly requirements on a daily basis.			
			> Forty Five (45) Containers w/ Five (5) Gallons a Day (Monday-Friday)			
			> Duration: July - September 2022			
			2. With Free usage twenty (20) units brand new hot & cold water dispensers with two (2) liters capacity and no spill innovation for easy refilling and non-spill type containers to ensure safety and non contamination of the water.			
			3. Conduct of the supplier monthly, or as need arises, repair cleaning and proper maintenance of water dispensers for optimum operation, free of charge.			
			4. Provision of supplier of standby units for possible replacement of bogged down units or additional units during special occasion.			
			5. Payments for the water delivered shall be made monthly to the winning bidder only upon presentation of the following requirements:			
			> Purchase Order			
			> Delivery Receipt and Sales Invoice; or			
			> Inspection Report			
			6. No charge adjustment, increase or alteration shall be made in the original amount of the agreed price as a result of any fluctuations or increase in the cost of material/labor and for any other causes whatsoever after issuance of the Purchase Order.			
			7. Should there be any occurrence of illness such as stomach upset or any discomfort arising or attributable to the intake of water supplied by the supplier as proven by results thorough investigation, the supplier shall held civilly liable and shoulder the medical and hospitalization expenses incurred by the affected employees.			
			8. While in their possession, DSWD FO III shall be liable for the damage or loss of any dispenser and or container but shall in no case be more than the current market value of the lost dispenser and/or container less the depreciation cost.			
			<b>* NOTHING FOLLOWS *</b>			
			<i>Note: No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.</i>			
			<b>Approved Budget for the Contract: PhP 75,000.00</b>			

PURPOSE: Supply and Delivery of Purified Drinking Water for the DSWD Field Office III and A74 Bistro.

PR No. 2022-06-668

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

  
 JENNIFER C. MORALES  
 Procurement Officer

\_\_\_\_\_  
 Supplier