

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

REQUEST FOR QUOTATION

RFQ No. 2022-07-351  
PR No. 2022-06-777  
Mode of Procurement: 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: Purchase of Advocacy Materials of National Household Targeting Section (NHTS)  
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 Platinum 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 July 14, 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 of End User to Service Provider within Three (3) Months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: Twenty (20) to Thirty (30) Calendar Days
- Place of Delivery: DSWD FOIII, DMGC Brgy., Maimpis City of San Fernando Pampanga
- 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: \_\_\_\_\_
- 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.

RIO M. ODYUAN  
PPMU

(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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RFQ No. 2022-07-351  
Date:

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
			<b>ADVOCACY MATERIALS</b>			
			<b>LOT A.</b>			
1	60	pieces	<b>CORPORATE JACKET</b>			
			Color: Dark Blue			
			100 % Polyester (high quality) All American Twill and Brushed Twill or Ballistic Twill			
			With Two (2) pockets left and right			
			With Two (2) pockets left and right inside lining (parachute quality)			
			With Front Zipper and two (2) Snap Buttons on both 2 sleeves wrist part (adjustable)			
			Size: Small - 20 pieces			
			Medium - 15 pieces			
			Large - 15 pieces			
			Extra Large - 10 pieces			
			DSWD Logo on Chest 3 inches x 1.25 inches (embroidered) Left Side			
			Back Listahanan Logo 7.5 inches x 2 inches (embroidered) Center			
2	70	pieces	<b>POLO SHIRT</b>			
			Color: Navy Blue			
			High Quality Honey Comb			
			Sizes: Small - 20 pieces			
			Medium - 20 pieces			
			Large - 15 pieces			
			Extra Large - 10 pieces			
			Double Extra Large - 5 pieces			
			DSWD Logo on chest 3 inches x 1.25 inches (embroidered) Left Side			
			Right arm listahanan logo : 3 inches x 0.8 inches (vinyl printed)			
			<b>LOT B.</b>			
1	250	pieces	<b>WATER BOTTLE (TUMBLER)</b>			
			Specifications:			
			Color: Dark Blue			
			Liquid Capacity: 500 ml or 16.9 oz.			
			Dimensions: 8 x 3 inches			
			Materials: Stainless steel, double wall vacuum insulation			
			BPA Free			
			Bottle Opening: Wide			
			Cap Type: Screw Cap with Handle			
			Full color sublimation printing of Listahanan logo full color			
			Listahanan logo: 4.5 inches x 1.5 inches			
2	250	pieces	<b>ALCOHOL SPRAY</b>			
			200 ml			
			BPA free			
			Sturdy PET Material			
			Durable and neat looking			
			Continuous spray with fine mist			
			Color: White with Listahanan logo sublimation printing full color			
			Listahanan logo 3 inches x 0.8 inches			
3	455	pieces	<b>FOLDABLE FAN</b>			
			size: 24 cm			



			parachute material		
			Color: Navy blue with Listahanan and DSWD Logo sublimation printing full color		
			DSWD logo 1.3 inches x 0.5 inches'		
			Listahanan logo 1.8 inches x 0.5 inches		
4	230	set	<b>ADVOCACY PACKAGE</b>		
			<b>COMPOSITION OF ADVOCACY PACKAGE</b>		
			1 PIECE - JOURNAL		
			1 PIECE - BOX		
			1 PIECE - BALLPEN		
			1 PIECE - FLASH DRIVE		
			<b>JOURNAL</b>		
			Size: A4 FOLDED		
			Stock/materials: Cover - Leatherette finished (dark blue);		
			Inside - Book paper Finished, Regular Lined		
			Pages: 100 pages, 50 sheets		
			Notebook front cover DSWD logo 0.6 inch x 1 inch, Listahanan logo 0.6 inch x 2.25 inches		
			Back Cover Insignia 0.6 inch x 1.9 inch with DSWD Region 3 Address (lato font size 12)		
			<b>PRINT:</b>		
			Cover - UV print spot		
			Inside - Regular Lined		
			Binding: Perfect bound, Left bind		
			<b>BOX:</b>		
			Must consist of both a case and a lid dark blue matte finished		
			type of board: full (durable) 2mm		
			Size thickness: 1.5 inches		
			width: 9.2 inches		
			height: 9.2 inches		
			with foam inside that will fit the notebook, ball pen & flash drive		
			color: cream		
			Box cover: DSWD logo 0.75-inch x 1.75 inch, Listahanan logo 0.75-inch x 2.75 inch		
			<b>BALLPEN:</b>		
			Package include: 1 Pen & 2 Refills.		
			Color of pen: Silver		
			Material: Stainless steel		
			Logo: Embossed Black		
			Tip: 0.5 mm bullet tip		
			DSWD logo, 0.28-inch x 0.6 inch, Listahanan logo 0.28-inch x 1 inch		
			<b>Flash Drive</b>		
			Color - White with Listahanan logo		
			GB - 32		
			Listahanan logo, 0.48-inch x 1.25 inch full color		
			<b>* NOTHING FOLLOWS *</b>		
				<b>LOT A</b>	<b>96,150.00</b>
				<b>LOT B</b>	<b>288,850.00</b>
			<b>Approved Budget for the Contract: PhP 385,000.00</b>		

**PURPOSE:** Purchase of Advocacy Materials of National Household Targeting Section (NHTS).

**PR No.** 2022-06-777

**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. technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very much!

JENNIFER D. MORALES

Procurement Officer

Supplier