

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

REQUEST FOR QUOTATION

RFQ No. 2022-08-532  
PR No. 2022-08-1003  
Mode of Procurement: NP-SVP

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*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 Regular Slotted Cartons for the Production of Family Food Packs

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 August 24, 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] [Deadline of Submission]**. 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: 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. ODUJAN

PPMU

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. 2022-08-532  
Date:

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 to register."

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*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
1	20,000	PIECES	<b>SLOTTED CARTON, CUSTOMIZED</b>			
			Size: 130mm (H) x 395mm (L) x 295mm (W) (+/- 5% clearance)			
			Thickness: 7mm (+/- 10% clearance)			
			Flute (13): B and C			
			Walling (14): Double			
			Scoring (15): Double			
			Flap (16): 5mm (+/- 10% clearance)			
			Wax: Waxed Inside and unwaxed outside			
			<b>SPECIFICATION ILLUSTRATION FLUTE B AND C</b>			
			1. FLUTE B & FLUTE C:			
			(13) *B Flute Cardboard (Type B) - cardboard has excellent crush and puncture resistance and is a great printing surface. This cupboard is commonly used for inner packaging components such as pads and partitions.			
			*C Flute Cardboard (Type C) - cardboard makes a good printing surface. It is also has compression properties and offers crush resistance. It is most commonly used for shipping boxes and to secure glass, furniture, food, etc.			
			(14) DOUBLE WALL board has two layers of corrugated fluting and three liners, making it extremely durable			
			(15). Score or Score line Impression or crease in corrugated or solid fiberboard, made to position and facilitate folds			
			(16). Flaps-Extension of the side wall panels that, when sealed, closed the remaining openings of box, Usually defined by one score line and three edges.			
			<b>A. Illustration</b>			
			> Side A:			
			1. Print Color: Red, Yellow and Blue			
			2.** Included in the markings the international symbols on how to properly handle the product			
			3.The DSWD Logo is based on the DSWD Branding Guidelines			
			4. RSC size: 130mm (H) x 395 mm(L) x 295 mm(W)			
			> Side B:			
			<b>Warning:</b> Repacking goods from its original DSWD package is a criminal offense under DRRM Act of 2010 and shall be met with appropriate charges			
			<b>B. INTERNATIONAL SYMBOLO ON PROPER HANDLING of PRODUCTS:</b>			
			1. Keep Dry (3cm x3cm)			
			2. Maximum Stacking (3cm x3cm)			
			3. This side up (3cm x3cm)			
			4. Recyclable (3cm x3cm)			
			5. Do not Step on (3cm x3cm)			
			6. Protect from Heat (3cm x3cm)			
			7. Handle with care (3cm x3cm)			
			8. Food item (3cm x3cm)			

		9. Stacking Pattern (5cm x 5cm)		
		10. Do not sit on (3cm x3cm)		
		<b>C. HANDLE WITH CARE:</b> 2cm x 2cm per letter		
		<b>D. CASES/PALLET</b> (1 cm x 0.8cm per letter)		
		<b>CASES/LAYER</b> (1 cm x 0.8cm per letter)		
		<b>STACKING HEIGHT</b> (1 cm x 0.8cm per letter)		
		<b>PALLET SIZE</b> (1 cm x 0.8cm per letter)		
		<b>E. HANDLE WITH CARE:</b> L: 26.5cm H:10.8cm		
		<b>F: RELIEF SUPPLIES:</b> L: 17.6cm H: 1.3cm		
		<b>G: NOT FOR SALE:</b> L: 15.5cm H: 1.7cm		
		<b>H: OUTER RECTANGLE:</b> 29cm H: 9.5cm		
		<b>I: DSWD LOGO:</b> L: 5cm H: 4.3cm		
		<b>J: DSWD</b> L: 15cm H: 4cm		
		<b>K: DSWD (Spell out)</b> L: 20cm H: 0.6cm		
		<b>L:RELIEF SUPPLIES</b> : L: 20.7cm H: 10.7cm		
		<b>NOTE: Packaging Bundled by 10</b>		
		Testing to conduct the following during TWG Evaluation:		
		<b>Label must include DSWD markings, Pound per square inch (PSI), and manufacturing date</b>		
		<b>* NOTHING FOLLOWS *</b>		
		<b>Approved Budget for the Contract: PhP 880,000.00</b>		

**PURPOSE:** Purchase of Regular Slotted Cartons for the Production of Family Food Packs.

**PR No.** 2022-08-1003

**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 sign 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 (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