

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

REQUEST FOR QUOTATION

RFQ No. 2022-10-723  
PR No. 2022-07-814, 2022-07-805,  
2022-07-836, 2022-07-821, 202206-  
791, 2022-07-826, 2022-07-830, 2022-  
07-818, 2022-07-813, 202206-788,  
2022-07-808, 2022-07-804, 2022-07-  
801, 2022-07-802, 202207-803, 2022-  
07-845, 2022-07-831, 2022-07-871  
Mode of Procurement: NP-TFB

\*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 3RD QUARTER OFFICE/CONSUMABLE SUPPLIES FOR THE USE OF VARIOUS OFFICES/PROGRAMS CY 2022 - LOT C

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 a certified true copy of a VALID Certificate of **PhilGEPs Membership** with UPDATED ANNEX "A"; **Performance Security or Performance Securing Declaration** pursuant to the 2016 IRR of RA No. 9184.

Please accomplish and submit this from together with Annex A, all the required documents and supporting **EVIDENCE** 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 **1:00PM November 2, 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 shall be delivered within: Within 60 calendar days from receipt of Notice to Proceed
- Place of Delivery: DSWD Regional Office III, Diosdado Macapagal Government Center, 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: \_\_\_\_\_

11. 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.

  
Jamie M. Pineda  
PPMU

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(Signature over Printed Name)  
Supplier