

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

REQUEST FOR QUOTATION

RFQ No. **2022-10-729**  
PR No. **2022-10-1407**  
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: Procurement of Advocacy Materials for Internal and External Partners (NGA PARTNERS) of Enhanced Partnership against Hunger and Poverty**

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.

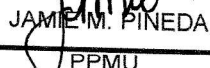
Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph) not later than **3:00PM 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 Days
- Good/s/Activity shall be delivered within: Thirty (30) Calendar Days
- Place of Delivery: DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000
- 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.

  
**JAMIE M. PINEDA**  
PPMU

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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) to register."

RFQ No. 2022-10-729  
Date:

\*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
			ADVOCACY MATERIALS			
1	107	Pieces	CUSTOMIZED POLO SHIRT			
			Fabric Options: High Quality Cotton			
			Logo/s and Texts: Direct Embroidery			
			Collar: Polo Collar			
			Logo and Text Sizes and Placement:			
			Color: Pine Green (#234F1E)			
			ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) PROGRAM LOGO - FRONT: EMBROIDED (Upper left side) (5.08x5.08 cm) 4x4 (reflective thread) with 1mm white outline			
			DSWD REGION III EMBLEM - BACK: EMBROIDED (5" down from the collar and centered between the left and right seams) (5.08x5.08 cm) 2x2 (white reflective thread)			
			EPAHP GITNANG LUZON (TEXT - ALL CAPITALIZED) - BACK (1' down from the DSWD Region III Emblem centered between the left and right seams): EMBROIDED 10x3.8 inches (white reflective thread)			
			Sizes: S-2XL (Men's Cut)			
			Small - 13 Pieces			
			Medium - 40 Pieces			
			Large - 40 Pieces			
			Extra Large - 14 Pieces			
			NOTE: Resizing is permitted but the DSWD Region III Emblem, EPAHP Logo and EPAHP Text must retain its proportions			
2	107	Pieces	CUSTOMIZED POLO SHIRT			
			Fabric Options: High Quality Cotton			
			Logo/s: Direct Embroidery			
			Collar: Polo Collar			
			Logo and Text Sizes and Placement:			
			Color: Black (#000000)			
			ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) PROGRAM LOGO - FRONT: EMBROIDERED (upper left side) (5.08x5.08 cm) 4x4 (reflective thread) with 1mm white outline			
			DSWD REGION III EMBLEM - BACK: EMBROIDED (5" down from the collar and centered between the left and right seams) (5.08x5.08 cm) 2x2 (white reflective thread)			
			EPAHP GITNANG LUZON (TEXT - ALL CAPITALIZED) - BACK (1' down from the DSWD Region III Emblem centered between the left and right seams): EMBROIDED 10x3.8 inches (white reflective thread)			

			<b>Sizes: S-XL (Men's Cut)</b>			
			Small - 13 Pieces			
			Medium - 40 Pieces			
			Large - 40 Pieces			
			Extra Large - 14 Pieces			
			NOTE: Resizing is permitted but the DSWD Region III Emblem, EPAHP Logo and EPAHP Text must retain its proportions			
3	135	Pieces	<b>CUSTOMIZED ADVOCACY JACKET</b>			
			<b>Fabric Options:</b> High Quality Nylons and Polyester Blends			
			<b>Logo/s:</b> Direct Embroidery			
			<b>Collar:</b> Chinese Collar			
			<b>Zipper:</b> Resin Oversized Double-Headed Double Opening Zipper			
			<b>Pockets:</b> Two front centered pockets			
			Logo and Text Sizes and Placement:			
			<b>ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) PROGRAM LOGO - FRONT:</b> EMBROIDERED (upper left side) (5.08x5.08 cm) 4x4 (reflective thread) with 1mm white outline			
			<b>DSWD REGION III EMBLEM - BACK:</b> EMBROIDED (5" down from the collar and centered between the left and right seams) (5.08x5.08 cm) 2x2 (white reflective thread)			
			<b>ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (TEXT - ALL CAPITALIZED) - BACK</b> (1' down from the DSWD Region III Emblem centered between the left and right seams): EMBROIDED 10x3.8 inches (white reflective thread)			
			<b>Color:</b> Black (#000000)			
			<b>Sizes:</b> S-XL (Men's Cut)			
			Small - 20 Pieces			
			Medium - 45 Pieces			
			Large - 50 Pieces			
			Extra Large - 20 Pieces			
			NOTE: Resizing is permitted but the DSWD Region III Emblem, EPAHP Logo and EPAHP Text must retain its proportions			
			<b>* NOTHING FOLLOWS *</b>			
			<b>Approved Budget for the Contract: PhP 355,477.07</b>			

**PURPOSE:** Procurement of Advocacy Materials for Internal and External Partners (NGA PARTNERS) of Enhanced Partnership against Hunger and Poverty

**PR No.** 2022-10-1407

**IMPORTANT:** The winning bidder MUST SIGN the original copy of Notice of Award (NOA) (if applicable) and Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section with up and sign the original NOA (if applicable) and P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings your (i.e. bid technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY". Thank you very

Kindly check herein attached document for the proper printing of NOA and PO. Unclear copies and inappropriate print size will not be treated as compliance to requirements.

JENNIFER S. MORALES  
Procurement Officer

\_\_\_\_\_  
Supplier