

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

**REQUEST FOR QUOTATION**

RFQ No. 2023-02-076  
PR No. 2023-02-157  
Mode of Proc: 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 Advocacy Materials (Plaques and Certificate Holder) for the Awardees of various recognitions in line with DSWD FO III 72nd Anniversary**

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 **10:00AM February 22, 2023**. 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 CAMPANS - 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: On or Before March 1, 2023
  - Place of Delivery: DSWD FO III, Maimpis, CSFP
- 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.

7. 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.

8. For goods, please indicate brand, model and country or origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): \_\_\_\_\_

10. 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 Baltazar

PPMU

(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: \*Prospective supplier must be registered at the Philippine Government Electronic System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to

RFQ No. 2023-02-076  
Date: \_\_\_\_\_

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

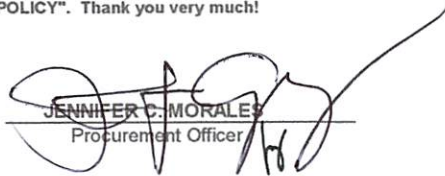
ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	UNIT COST	TOTAL COST
1		LOT	ADVOCACY MATERIALS			
25		PCS	CUSTOMIZED PLAQUES, Clear Glass, Heart Shaped, Wood Base For PRAISE Awards, Pusong Angking Galing Award, Pusong magiting Award and Special Citation			
			<b>SPECIFICATIONS:</b>			
			> Material: Clear Glass (Top and Middle Part of Base) and Wood (Base)			
			> Color: Full Color			
			<b>DIMENSIONS:</b>			
			A. Top Portion - 7.75inches (H) x 10inches (L) x 0.5inches (W)			
			B. Base Portion - 4.25inches (H) x 7inches (L) x 2.75inches (W)			
			<b>LOGOS/WORDINGS:</b>			
			A. DSWD Logo/Acronym			
			A.1 Size - 1.5inches			
			A.2 Color - Full Color			
			B. Wordings			
			B.1 Font Style - Calibri			
			B.2 Font Size - 11 to 32inches			
			B.3 Font Color - Black			
34		PCS	CUSTOMIZED PLAQUE, Clear Glass, Rectangular-Shaped For "Service Loyalty Awards"			
			<b>SPECIFICATIONS:</b>			
			> Material : Over all Clear Glass (Top), Glass with Black Lettering (Base)			
			> Color : Clear Acrylic with Picture (Wrap Text)			
			<b>DIMENSIONS:</b>			
			A. Top Portion - 7inches (W) x 12.5inches (H) x 0.5inches (Thickness)			
			B. Base Portion - Glass: 9inches (W) x 3inches (H) x 3inches (Thickness)			
			<b>LOGOS/WORDINGS:</b>			
			A. DSWD Logo/Acronym			
			A. Color - Full Color			
			B. Wordings			
			B.3 Font Color - White Text with Colored DSWD @ 72 Logo			
9		PCS	CUSTOMIZED PLAQUE, Wooden with Clear Glass Plate For "Special Awards" and "Salamat PO" Awards			
			<b>SPECIFICATIONS:</b>			
			> Material: Wood with Round White Glass Plate Inside			
			> Color: Brown			
			<b>DIMENSIONS:</b>			
			> 9inches (H) x 7inches (L) x 2inches(W)			
			<b>LOGOS/WORDINGS:</b>			
			A. DSWD Logo/Acronym			
			A. Color - Full Color			

		<b>B. Wordings</b>		
		B.1 Font Style - Calibri		
		B.2 Font Size - 11 to 24inches		
		B.3 Font Color - Black		
100	PCS	<b>CUSTOMIZED CERTIFICATE HOLDER, A4 Size, Red</b>		
		> Material : Leatherette		
		> Color : Red		
		> Size : 8.5inches (H) x 11.7inches (L)		
		> Has Allowance for A4 Size Bond Paper		
		<b>LOGOS/WORDINGS:</b>		
		A. DSWD Logo/Acronym		
		A.1 Size - 2.3inches (H) x 2.5inches (L)		
		A. Color - Gold		
		<b>NOTE:</b> Actual e-copy of Layout will be provided upon serving of PO		
		<b>* NOTHING FOLLOWS *</b>		
		Approved Budget for the Contract: PhP 122,000.00		

**PURPOSE:** Purchase of Advocacy Materials (Plaques and Certificate Holder) for the Awardees of various recognitions in line with DSWD FO III 72nd Anniversary.

**PR No.** 2023-02-157

**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