

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

REQUEST FOR QUOTATION

RFQ No. 2023-02-119
PR No. 2023-02-259
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: PRINTING OF TARPAULIN SERVICES FOR CY 2023.

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 not later than **12:00PM March 6, 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 CAMPANG-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: As need Arises
- 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 and register for free.



Keilyn Joy Calma

PPMU

(Signature over Printed Name)
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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

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Date: _____

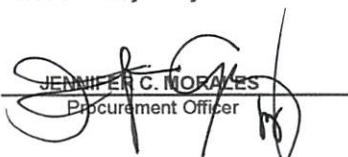
- *Company Name: _____
- *Company Address: _____
- *Contact Person: _____
- *Contact No.: _____
- *PhilGEPS Reg. No.: _____

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	TARPAULIN			
			> 2,750 sq/ft (until December 2023 or until total size has been fully consumed)			
			> Thickness: 15oz			
			> Full Color			
			> Glossy Finish			
			> With eyelets in the corners			
			TERMS AND CONDITIONS			
			1. Printing of tarpaulin services for CY 2023 to be used within Central Luzon for DSWD Events, ADs, and announcement.			
			2. The procurement of the above stated services shall be governed by RA 9184 and other pertinent government procurement policy board resolution.			
			3. Documentary requirements prior to the awarding of contract are as follows: Certificate of Registration DTVSEC Registration Valid and Current Mayors Copy of TIN/VAT/Business Tax Return Certificate of PHILGEPS Registration Proposal with attached company profile and list of served clients			
			4. The approved budget for contract is inclusive of applicable taxes			
			5. Printing of tarpaulin is on-demand or as need arises basis			
			6. Tarpaulin should be delivered at least 3 days prior to the intended use of material			
			7. The winning bidder shall shoulder the delivery of tarpaulin			
			8. The winning bidder shall provide updated inventory of printed materials and remaining available prints			
			9. The procuring entity is reserved to the right in inspecting delivery materials			
			10. Payment shall be made on monthly basis to the winning bidder only upon the presentation of the following requirements: A. Purchase Order B. Statement of Account			
			11. Award will be based on the lowest bid per square foot			
			12. Expenses incurred in excess of the approved budget, if any, will be processed and paid separately			
			13. Until sq. ft is utilized.			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 55,000.00			

PURPOSE: PRINTING OF TARPAULIN SERVICES FOR CY 2023.

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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