

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

**REQUEST FOR QUOTATION**

RFQ No. 2023-04-065

PR No. 2023-04-044

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 the use of Pantawid Pamilyang Pilipino Program FY 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, Income/Business Tax Return and Omnibus Sworn Statement (for ABC above 50K)**. 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 either in person or electronically under the following conditions:

<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – <b>"BID SUBMISSION"</b>
<b>IN PERSON SUBMISSION</b>	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>12:00PM May 3, 2023</b>

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format** ONLY **clearly scanned** in a **SINGLE FILE** including all supporting documents.

Very truly yours,

  
**JENNIFER CAMPANG-MORALES**  
Procurement Section Chief

**Terms and Conditions:**

1. Award shall be made on per: ☐ Item Basis ☒ Lot Basis
  2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
  3. Quotation validity shall be: Thirty (30) Calendar Day
  4. Good/s/Activity shall be delivered within: As the need Arises
  5. Place of Delivery: DSWD FO III, Maimpis, CSFP
  6. 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): \_\_\_\_\_
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. 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 B. CALMA**  
PPMU

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



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registd 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."

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Date: \_\_\_\_\_

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

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
			PRINTING OF TARPAULIN SERVICES			
			DETAILS			
			> Full Color			
			> Glossy Finish			
			> With Eyelets on Corners			
			> Thickness: 15 oz			
			> May to December 2023			
			> 4,000 sq/ft (until December 2023 or until totl size has been fully consumed)			
			NOTE: Please see attached Terms of Reference (TOR) for the full details.			
			* NOTHING FOLLOWS *			
			Approved Budget for the Contract: PhP 80,000.00			

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES:
_____	PHP _____
_____	
_____	

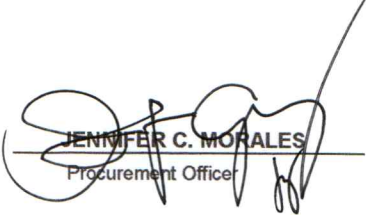
PURPOSE: Printing of Tarpaulin Services for the use of Pantawid Pamilyang Pilipino Program FY 2023.

PR No. 2023-04-044

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"

  
JENNIFER C. MORALES  
Procurement Officer

\_\_\_\_\_  
Supplier

## TERMS OF REFERENCE

**PURPOSE:** PRINTING OF TARPAULIN FOR THE USE OF PANTAWID FAMILYANG PILIPINO PROGRAM FY 2023

**ABC:** Php 80,000.00

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.