

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

## REQUEST FOR QUOTATION

RFQ No. 2023-07-061  
PR No. 2023-06-109  
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 HYGIENE KITS TO BEDRIDDEN SENIOR CITIZEN BENEFICIARIES OF TARLAC AND NUEVA ECIIJA**

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

**NP-Small Value Procurement**

- Philgeps Registration Number
- Valid Mayor's Permit
- Latest Income/Business Tax Return (for ABCs 500k and above)

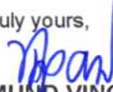
For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership may be submitted in lieu of the said document

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid. Please accomplish and submit this form together with **Annex A** and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> Select the Menu – “ <b>BID SUBMISSION</b> ”
IN PERSON SUBMISSION	Procurement Section, 2/f, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	<b>02:00 PM July 25, 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,

  
**RAYMUND VINCENT A. PANLILIO**  
OIC Admin Division Chief  
Concurrent 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: Thirty (30) Calendar Days
  - 5. Place of Delivery: DSWD FO III, Government Center, 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.

  
**JAYSON G. ALVAREZ**  
 \_\_\_\_\_  
 PPMU

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

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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\*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
			HYGIENE KITS			
483	PACK		ADULT DIAPER LARGE, Large, Super Absorbent Pad, 8 pads/pack, Unisex, Waist size: 40-50 inches			
483	PACK		SOAP 3 IN 1 PACK, Germ protection, 3 in 1 per pack, 125g			
483	BOTTLE		SHAMPOO, Antibac, 170ml			
483	BOX		TOOTHPASTE, Anti-Cavity, Regular Flavor, 1 tube per box 140g			
483	PACK		COTTON BUDS DOUBLE-END COTTON BUDS EAR CLEANSING, Double-end Cotton buds ear cleansing, 200 tips/pack, Material: Cotton, Paper			
483	BOTTLE		ALCOHOL, 70% Isoprophyl, 500 ml			
483	PACK		TOOTHBRUSH, Soft Bristle, Assorted Color, 3 in 1 per pack			
483	BOX		VITAMIN C TABLETS, Large, Polyester, Hand Bag, Blue			
483	PIECE		ECO BAG LARGE, Large, Polyester, Hand bag, Blue			
			<b>REPACKING DETAILS:</b>			
			To be delivered individually packed in Eco Bag:			
			1 Adult Diaper, 1 pack soap, 1 bottle shampoo, 1 box toothpaste, 1 pack cotton buds, 1 bottle alcohol, 1 pack toothbrush, 1 box vitamin C			
			Total output = 483 packs			
			<b>*nothing follows*</b>			
			Approved Budget for the Contract: PhP 549,282.09			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

In WORDS: _____ _____ _____	In FIGURES: PHP _____
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PURPOSE: PURCHASE OF HYGIENE KITS TO BEDRIDDEN SENIOR CITIZEN BENEFICIARIES OF TARLAC AND NUEVA ECIJA

PR No. 2023-06-109

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"

  
**RAYMUND VINCENT A. PANLILIO**

OIC Admin Division Chief Concurrent Procurement Officer

\_\_\_\_\_  
Supplier