

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

REQUEST FOR QUOTATION

RFQ No. 2023-07-041  
PR No. 2023-06-041  
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 FOR THE USE OF SUSTAINABLE LIVELIHOOD 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.

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 (for NP-SVP)**

- 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 documents 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 – "BID SUBMISSION"
IN PERSON SUBMISSION	Procurement Section, 2 <sup>nd</sup> Floor, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	<b>10:00 AM July 19, 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 supporting documents

Very truly yours,

PAGE 1 of 2

Very truly yours,

  
**RAYMUND VINCENT A. PANLILIO**  
 OIC Admin Division Chief  
 Concurrent Procurement Section Chief

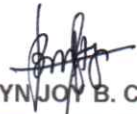
**Terms and Conditions:**

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. Project Duration within: July-December 2023 or until sq. ft is fully utilized
  5. Place of Delivery: DSWD FO III, Maimpis, CSFP
  6. Terms of Payment: Monthly Basis after the delivery of Tarpaulin
- 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 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.

2023-07-041

Date:

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*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
			<b>TARPAULIN</b>			
			<b>SPECIFICATIONS:</b>			
			a. Full-Color			
			b. Glossy Finish			
			c. With eyelets on corners			
			d. Thickness: 15 oz.			
			f. 3778.41 sq. ft			
			<b>TERMS AND CONDITIONS</b>			
			1. Printing of tarpaulin services for CY 2023 to be used within Central Luzon for DSWD / SLP Events, Advertisements, and announcements.			
			2. The procurement of the above-stated services shall be governed by RA 9184 and other pertinent government procurement policy board resolutions.			
			3. Documentary requirements prior to the awarding of the contract are as follows:			
			a. Certificate of Registration			
			b. DTI SEC Registration			
			c. Valid and Current Mayors			
			d. Copy of TIN/VAT/Business Tax Return			
			e. Certificate of PHILGEPS Registration			
			f. Proposal with attached company profile and list of served clients			
			4. The approved budget for the contract is inclusive of applicable taxes.			
			5. The winning bidder must be located within 5 kilometers from DSWD Regional Office III			
			6. Printing of tarpaulin is on-demand or as the need arises basis			
			7. Tarpaulin should be delivered at least 3 days prior to the intended use of material			
			8. The winning bidder shall shoulder the delivery of tarpaulin			
			9. The winning bidder shall provide an updated inventory of printed materials and remaining available prints.			
			10. The procuring entity is reserved to the right in inspecting delivery materials			
			11. Payment shall be made on a monthly basis to the winning bidder only upon the presentation of the following requirements			
			a. Purchase Order			
			b. Statement of Account			
			12. The award will be based on the lowest bid per square foot			
			13. Expenses incurred in excess of the approved budget, if any, will be processed and paid separately			
			14. Duration of Contract: July-December 2023 or until sq. ft is fully utilized			
			<b>* NOTHING FOLLOWS *</b>			
			<b>Approved Budget for the Contract: PhP 75,568.16</b>			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

<b>In WORDS:</b>  _____  _____	<b>In FIGURES:</b>  PHP _____
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**PURPOSE:** PRINTING OF TARPAULIN FOR THE USE OF SUSTAINABLE LIVELIHOOD PROGRAM FY 2023.

**PR No.** 2023-06-041

**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 Section Chief 

\_\_\_\_\_  
Supplier