

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

REQUEST FOR QUOTATION

RFQ No. 2023-09-085  
PR No. 2023-08-148  
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 KITCHEN UTENSILS FOR THE USE OF AMOR VILLAGE RESIDENTS.**

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;

**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**

- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

**If awarded, kindly submit the notarized Omnibus Sworn Statement within 2 days upon receipt of the Notice of Award.**

- Latest Income/Business Tax Return (for ABCs 500k and above);
- Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature or photos with readable brand, and specifications (**i.e brochure, websites, clear pictures showing the brand, model, and description**), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. **(This is not applicable for Catering Services)**
  - a. For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation: Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  - b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;

- c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

**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:

<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a> <b>in case of difficulty accessing the above link, you may access the alternate link:</b> <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a> Select the Menu – <b>"BID SUBMISSION"</b>
<b>IN PERSON SUBMISSION</b>	Procurement Section, 2 <sup>nd</sup> Floor, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>1:00 PM September 27, 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,

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

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Lot Basis
- No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
- Quotation validity shall be: Thirty (30) Calendar Day
- Items should be delivered within: Thirty (30) Calendar Day
- Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pampanga
- Terms of Payment: Thirty (30) Calendar Day

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.

- 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.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty (If applicable): \_\_\_\_\_
- 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).
- 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.

2023-09-085

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
	80	DOZEN	SPOON, Stainless Steel			
	50	DOZEN	FORK, Stainless Steel			
	50	PIECE	PLATE, Stainless Steel with Partition, 3 in 1, Rectangle, 29.5 (L) x 21 cm (W) x 2 cm (H), 11.5 inch (L) x 8.5 inch (W) x 0.78 (H)			
	240	PIECE	PLATE, Round Stainless Steel, 22cm			
	50	PIECE	PLATE, Round, Melamine, 22cm			
	240	PIECE	SERVING BOWL, Stainless Steel, Silver, Round, for home, Capacity: 50g			
	239	PIECE	GLASS, Stainless cup, atleast 500ml-600ml			
	24	PIECE	WATER PITCHER, Stainless, 80oz			
	2	PIECE	CALDERO, High Quality, Aluminum, Heavy Duty Boiler, D:48.5/Ht. 46cm/Wt. 8.41kg			
	2	PIECE	CALDERO, High Quality, Aluminum, Heavy Duty Boiler, D:44.5/Ht. 43cm/Wt. 7.57kg			
	3	PIECE	CALDERO, High Quality, Aluminum, Heavy Duty Boiler, D:39/Ht. 33cm/Wt. 4.92kg			
	25	PIECE	CALDERO, Heavy Duty, Double Handle size, Capacity of 2.5kg of rice, 24cm/14cm			
	2	PIECE	TALYASI, High Quality, Aluminum, Heavy Duty, 67cm/20cm			
	2	PIECE	TALYASI, High Quality, Aluminum, Heavy Duty, H18cm x L58.5cm x W52cm			
	10	PIECE	SANDOK, Kawa, Stainless, Large			
	5	PIECE	SIYANSE, Kawa, Stainless, Large			
	10	PIECE	KITCHEN KNIFE, Original, 7 inches			
	10	PIECE	KITCHEN KNIFE, 10 inches, Stainless, Full Tang			
	10	PIECE	KITCHEN KNIFE, High Quality, Stainless Steel			
	5	PIECE	GULOK/ITAK, Original, Molye Blade 21inches			
	5	PIECE	WHISTLE KETTLE, Stainless Steel, Capacity: 4 lites-5 liters			
	11	PIECE	GRATER, Stainless Steel, 4-sided food grater vegetable, cheese shredder, 24cm x 11cm			
	10	PIECE	TONGS, 12 inches, Stainless Steel food clip cooking tongs			
	5	PIECE	WIRE WHISK BEATER, 12 inches, Heavy Duty			
	10	PIECE	PEELER, for vegetable, 6.75inch, with nickle plated handle			
	10	PIECE	CUTTING BOARD, Heavy Duty, Plastic Board, for vegetable, 16 x 0.47 x 11 inches			
	10	PIECE	CUTTING BOARD, Heavy Duty, Thick Wooden Board, 12x 12 inches			
	10	PIECE	KITCHEN SCISSOR, Premium Heavy Duty, Ultra Sharp Stainless Steel, Multifunction Kitchen Scissor for Chicken/Poultry, Fish, Meat, Vegetables, Herbs, Barbecue, 21cmx8cmx9cm			
	10	PIECE	STRAINER, Large, Heavy Duty, with Handle Stainless Steel Colander, 32.90cm x 32.90cm x 15.91cm			
	10	PIECE	FOOD WARMER WITH GLASS COVER, High Quality Stainless Steel, Rectangle, L14cm x W10.25cm x H4inches			
	5	PIECE	SOUP DIPPER, Stainless Steel, long handle thick, durable			
	4	PIECE	FLAT WOODEN RICE PADDLE SPATULA, for food spoon, 38 x 8.8 x 0.7cm			
	10	PIECE	STRAINER/SPIDER, Stainless Steel, Lenght 17.7 inches, Diameter: 7 inches, Depth: 2 inches			
	10	PIECE	SHARPENING STONE/KNIFE SHARPENER, double sided design, one side rough grinding (suitable for sharpening, fast grinding), fine grinding (fine grinding, quick repair of blade) is a good helper for kitchen life) 6x2x1cm			
	5	PIECE	REGULATOR, for LPG, with automatic shut-off safety gauge, with high quality hose			
	5	PIECE	GAS STOVE, Heavy Duty, c40m, with safety regulator, IC-328 and 1.5M Hose			
	10	PIECE	CAN OPENER, Stainless Steel, Black, 20.5 x 6 x 5.5cm			
			<b>* NOTHING FOLLOWS *</b>			
			<b>Approved Budget for the Contract: PhP 150,000.00</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:** PURCHASE OF KITCHEN UTENSILS FOR THE USE OF AMOR VILLAGE RESIDENTS.

**PR No.** 2023-08-148

**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"**

  
RAYMOND VINCENT A. PANLILIO  
D/C - Admin Division Chief  
Concurrent Procurement Section Chief

\_\_\_\_\_  
Supplier