2023-10-036

2023 40 035

RFQ No.

DD No



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

	Mode of Proc: NP-SVP
*Company Name:	
*Company Address:	*REQUIRED. To avoid bid disqualification, please
*Contact Person:	fill out all the items accordingly. Indicate "N/A"
*Contact No.:	if not applicable. Thank you!
*Email Address:	!
*PhilGeps Reg. No.:	

*Title of the Project: <u>SUPPLY AND DELIVERY OF JOURNAL AND PEN SET FOR THE CONDUCT OF 4PS NATIONAL FAMILY WEEK 2023.</u>

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable t axes, 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)
 - 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;
 - Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;

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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 <u>submit this form together with Annex A</u> and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite Select the Menu – "BID SUBMISSION"			
IN PERSON SUBMISSION	Procurement Section, 2ff, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga			
DEADLINE OF SUBMISSION	12:00 PM October 18, 2023			

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,

MEENT 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/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof. 3. Quotation validity shall be: Thirty (30) Calendar Day 4. Items should be delivered within: Thirty (30) Calendar Day 5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando Pampanga 6. Terms of Payment: 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 Phili ppines 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 and register for free. B. CALMA (Signature over Printed Name) Supplier

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DSWD | ADMINISTRATIVE DIVISION | PROCUREMENT SECTION

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

	TE: "Prospective supplier must be registed at the Philippine Government Electronic Procurement			ent	RFQ No.	2023-10-036	
System	(PhilGEP	S). You ma	ay visit the PhilGEPS website at www.philgeps.gov.ph to register."		Date:		
Comp	any Name	: _					
	any Addr	-					
	ct Person	: _					
	ct No.: EPS Reg.	No ·					
1 111101	Li o iteg.						
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 with "COMPLY" to the delivery	UNIT COST	TOTAL COST	
				write "COMPLY" if able to deliver)			
						-	
	232	SET	JOURNAL AND PEN SET				
			JOURNAL			-	
			A5 size				
			Brown Leatherette with magnetic strap				
			With Engraved DSWD Logo				
			Lined Journal with 100 sheets and 80gsm per sheet				
			Logo Print size: 2" x 3"			-	
			PEN				
			Gold and Black Ballpoint Pen				
			With Gold Print Logo (Logo print size: 1mm x 2mm)				
			BLACK GIFT BOX				
			With DSWD and 4Ps Logo print (Logo print size: 2" x 3")				
			NOTE TO LOCAL DESCRIPTION OF THE POPULATION OF T				
			NOTE: The Journal and Pen Set should fit in the Box				
			* NOTHING FOLLOWS *				
		 	No Hillion of Election				
						_	
						_	
			Approved Budget for the Contract: PhP 232,000.00				
		Please do not leave any blank items.					
		Lucan	TOTAL OFFERED QUOTATION / BID	In FIGURES.		7	
		In WORD	S:	In FIGURES:			
				PHP			
PURPO	SF:	SUPPLY	AND DELIVERY OF JOURNAL AND PEN SET FOR THE CONDUCT	OF 4PS NATIONAL FAMILY WEEK	2023.	-	
PR No.							
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							
IMPOR'	TANT:	issuance		,			
			to show up and sign the original P.O means that the bidder is n	ot interested and will be a ground fo	or suspension or blackli	sting 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 I						
	DELIVERY EXTENSION POLICY"						
		V.	lac /				
RAYMOND VINCENT A. PANLILIO OIC - Aurma Division Chief Conument Procurement Section Chief Supplier						pplier	
		Condu					