

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

REQUEST FOR QUOTATION

RFQ No. 2023-10-014
PR No. 2023-09-153
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 HEAVY-DUTY SCANNER FOR THE USE OF FMD-CASH SECTION.**

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:

ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite 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, 2 nd Floor, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	1:00 PM October 11, 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,


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 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.

- 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 and register for free.


KEILYN JOY B. CALMA

PPMU

(Signature over Printed Name)
Supplier

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 to register."

RFQ No.

2023-10-014

Date: _____

*Company Name: _____

*Company Address: _____

*Contact Person: _____

*Contact No.: _____

*PhilGEPS Reg. No.: _____

[illegible]

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

<p>In WORDS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>In FIGURES:</p> <p>PHP</p>
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PURPOSE: PURCHASE OF HEAVY-DUTY SCANNER FOR THE USE OF FMD-CASH SECTION.

PR No. 2023-09-153

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
Procurement Section Chief

Supplier

CHECKLIST OF REQUIREMENTS FOR ALTERNATIVE MODE OF PROCUREMENTS (AMPs)

PROJECT TITLE: PURCHASE OF HEAVY-DUTY SCANNER FOR THE USE OF FMD-CASH SECTION.

P.R. NO.: 2023-09-153

AMOUNT: 139,265.49

OBSU: FMD CASH

Mode of Procurement: NP-SVP

Procurement Planning and Management Section


1	Project Proposal	/
2	Terms of Reference	
3	Justification	
4	Market Research	
5	Rating Factors / Evaluation Criteria with Calibration	
6	Technical Assistance (TA) Report	
7	Pre-Repair Inspection Report	
8	Non-Availability / Suitability (SWADCAP Certificate)	
9	Purchase Request (P.R.)	/
10	Approved PPMP (Highlighted)	/
11	Request for Quotation / Request for Proposal	/
12	Philgeps and DSWD Website Posting (Invitation)	/

BAC Secretariat

13	Quotations / Bid Proposals	
14	Expression of Interest (Consultancy)	
15	Philgeps Registration Number	
16	BIR Certificate of Registration (Consultancy)	
17	Latest Mayor's Permit or Business Permit	
18	Latest Income Tax Return or Business Income Return	
19	Omnibus Sworn Statement	
20	Certificate of Sole Distributorship	
21	End User Evaluation of Quotations / Bid Proposal	
22	Abstract of Quotations / BAC Resolution	
23	Matrix of Price Quotations	

Contract Monitoring Section

24	Signed Purchase Order (P.O.)	
25	Signed Obligation Request (ObR)	
26	Certification of Services Rendered	
27	Certificate of Completion of Delivery / Installation	
28	Certificate of No Distribution Yet	

29	Attendance Sheet	
30	Distribution List	
31	Delivery Receipt	
32	Inspection Report	
33	Billing Statement / Sales Invoice	
34	Property Transfer Receipt	
35	Property and Accountability Receipt (PAR)	
36	Inventory and Custodian Slip (ICS)	
37	Disbursement Voucher (DV)	
REVIEWED BY:		
 KEILYN JOY CALMA		
PPMU	BAC Secretariat	CMU
REMARKS:		