

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

REQUEST FOR QUOTATION

RFQ No. 2023-11-040  
PR No. 2023-11-024  
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 GIFTS FOR THE CONDUCT OF 2023 YEAR END CELEBRATION OF CENTER AND RESIDENTIAL CARE FACILITIES (CRCF's) (RHFG).**

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> in case of difficulty accessing the above link, you may access the alternate link: <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>fl</sup> , New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>12:00 PM November 21, 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
- Item shall be delivered within: 2<sup>nd</sup> Week of December 2023
- 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](http://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.

2023-11-040

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
28	PAIRS		<b>RUBBER SHOES, Upper and Lining: Textile/Synthetic</b> Sizes and Quantity: 34 - 1 pair 35 - 2 pair 36 - 4 pair 37 - 4 pair 38 - 13 pair 39 - 4 pair			
2	PAIRS		<b>RUBBER SHOES, high cut, for girls</b> 36 - 1 pair 39 - 1 pair			
1	PAIR		<b>SANDALS, Pink, Leather, Class A, For 8 years old, size 32</b>			
2	PAIRS		<b>TERNO PAMBAHAY, For kids, Sleeveless and short expandex, For 8 years old</b>			
7	SETS		<b>BEDSHEET, Single with Medium Pillowcase, Polly Cotton</b> Design: - Sunflower - Doraemon - Attack on Titan - Yellow Butterfly - Minion - Dragon Ball Z - Stitch			
4	SETS		<b>COUPLE WATCH, Waterproof, 2 set black and 2 set white</b>			
4	SETS		<b>COUPLE SHIRT, Black</b> Size and Quantity: Large - 2 pieces XL - 2 pieces			
1	PIECE		<b>POLO SHIRT, Black, medium</b>			
7	PIECES		<b>HEADPHONE WITH MEMORY CARD, 32gb capacity</b>			
4	PIECES		<b>SPEAKER WITH MEMORY CARD, 32gb capacity</b>			
30	PAIL		<b>ASSORTED BISCUIT IN PAIL, Minimum of 4 Assortment, size: 1.5kg, 3-5 months expiration upon delivery</b>			
20	PACKS		<b>POWDERED JUICE, Assorted Flavor, 6pieces/pack, 20g/piece</b>			
10	PACKS		<b>POWDERED CHOCOLATE DRINK, 12pieces/pack, 24g/piece</b>			
10	PACKS		<b>POWDERED MILK, 8pieces/pack, 33g/piece</b>			
2	PIECES		<b>DRESS, POLLY COTTON, Small</b>			
4	PIECES		<b>DRESS, For Baby Girl, 1 year old</b>			
2	PAIRS		<b>TERNO, COTTON, For Baby Boy, 1 year old</b>			

			Shirt and Short - 1 pair			
			Shirt and Pants - 1 pair			
	<b>1</b>	<b>PIECE</b>	<b>STUFF TOY, TEDDY BEAR, Washable, 60-75cm, 2-3ft</b>			
	<b>200</b>	<b>PACKS</b>	<b>ASSORTED CHIPS, Chichirya, atleast 20g/piece, 3pieces/pack</b>			
			* NOTHING FOLLOWS *			
			<b>Approved Budget for the Contract: PhP 61,400.00</b>			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

<p><b>In WORDS:</b></p> <p>_____</p> <p>_____</p>	<p><b>In FIGURES:</b></p> <p>PHP _____</p>
---	--

**PURPOSE: PURCHASE OF GIFTS FOR THE CONDUCT OF 2023 YEAR END CELEBRATION OF CENTER AND RESIDENTIAL CARE FACILITIES (CRCF's) (RHFG).**

**PR No. 2023-11-024**

**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