

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

REQUEST FOR QUOTATION

RFQ No. 2024-02-002  
PR No. See Annex A  
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 JANITORIAL SUPPLIES FOR THE TWO MONTH USE (FEBRUARY-MARCH) OF CRCFs (AMOR VILLAGE, HAVEN, RRCY, THFW, TLC, RHFG) FOR CY 2024

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)**
- For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation:
  - a. 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	<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> ”
IN PERSON SUBMISSION	Bac-Section, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	<b>10:00 AM February 6, 2024</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,

  
**ADRIAN D. MORALES**  
 OIC- 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 days
- Good/s/Activity shall be delivered within: Twenty (20) Calendar Days
- Place of Delivery: DSWD FO III Main Building, Brgy Maimpis City of San Fernando Pampanga
- Terms of Payment: Within 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.

  
**NOEL T. LIPATA**  
 PPMU *IA*

\_\_\_\_\_  
 (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.

2024-02-002

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	UNIT COST	TOTAL COST
	<b>1</b>	<b>LOT</b>	<b>JANITORIAL SUPPLIES</b>			
	8	GALLON	ALCOHOL, Ethyl, 70% solution, 1 gallon			
	10	GALLON	ALCOHOL, Isopropyl, 70% solution, 1 gallon			
	7	PIECE	BABY OIL, REGULAR, 300ml			
	2	PIECE	BABY POWDER, 500g			
	14	PACK	BAGS, SANDO TYPE, Large, White, 100pcs/pack			
	26	PACK	BATTERY, AA, Alkaline, 1.5Volts, 2 pieces per blister pack			
	19	PACK	BATTERY, AAA, Alkaline, 1.5Volts, 2 pieces per blister pack			
	6	PACK	BATTERY, Alkaline, 9 Volts, 1 pc/pack			
	89	PIECE	BROOM SOFT, TAMBO, Tiger Grass/Arjuna Fiber			
	150	PIECE	BROOM, STICK, TINGTING			
	10	PIECE	AIR FRESHENER, GEL TYPE, 180g			
	69	PIECE	CLEANER, TOILET BOWL, Antibacterial, 900ml			
	12	PIECE	BABY COLOGNE, REGULAR, size: 125ml			
	15	PACK	COTTON BALLS, HYPOALLERGENIC, 140-150 balls/pack			
	123	PACK	COTTON BUDS, Plastic Stem, 200pcs/pack			
	162	PIECE	DEODORANT, ROLL-ON, FOR MEN, 45ml - 50ml			
	360	PIECE	DEODORANT, ROLL-ON, FOR WOMEN, 45ml - 50ml			
	72	PIECE	DEODORIZER, TOILET, size: 100g w/ frame/holder			
	1,422	BAR	DETERGENT BAR, Jumbo Cut, 120g			
	400	POUCH	DETERGENT POWDER 2.1 to 2.2kg/pouch			
	5	PACK	DIAPERS, DISPOSABLE, Large size (9-14 kg), 48pcs/pack			
	100	PACK	DIAPERS, XXL size, (15-25 kg), 36pcs/pack			
	50	PACK	DIAPERS, ADULT USE, Unisex, Medium, Waist Size: 32-44 inches, 10pads/pack			
	242	BOTTLE	DISHWASHING LIQUID, 475-495ml			
	53	CAN	DISINFECTANT SPRAY, Aerosol type, 510g			
	108	BUNDLE	FABRIC CONDITIONER, Antibacterial, 36-50ml, 6pcs/bundle			
	14	PIECE	GLOVES, CLEANING, Latex/Rubber, Household use, Yellow, Large			
	38	CAN	INSECTICIDE, Multi Insect Killer, Aerosol type, 500ml			
	30	PIECE	MOPHANDLE, Aluminum Handle, Screw Type			
	20	PIECE	MOPHEAD, RAYON, 40 strands/ply, 3ply/strand, Twisted			
	9	BOTTLE	MURIATIC ACID, All purpose Cleaner, 2L capacity			
	135	PACK	NAPKIN, Cotony Soft Cover, without Wings, 8pads/pack			
	444	BAR	PURE WHITE BAR SOAP, anti-bacterial, 85-130 grams			
	50	PIECE	SACK, 50kg/s Capacity, Large			
	40	PIECE	SCOURING BALL, STAINLESS STEEL, Regular, 30grams			
	20	PIECE	SCOURING PAD, Size: 75mm x 75mm x 8mm			
	170	PIECE	SCRUB SPONGE, Heavy Duty, Size: atleast 100mm x 75mm x 30mm			
	410	BOTTLE	SHAMPOO, FOR WOMEN, Size: atleast 320-340ml			
	35	ROLL	TAPE, ELECTRIC, size: 19mm x 0.16mm			
	4	PACK	TOILET BOWL CLEANING STRIP, Stick-on, weight: 10g, 3strips/pack			
	70	PIECE	TOOTHBRUSH, Medium Bristles for adult use			
	92	PIECE	TOOTHPASTE, Anti-Cavity, Size: atleast 140-145ml			
	25	PACK	TRASHBAG, TEAR-RESISTANT, Biodegradable, Extra-Large, 10pcs/pack			
	10	ROLL	TWINE, PLASTIC, Black, 1kilo/roll			
	14	PACK	WIPES, FACIAL/HAND, Alcohol-free, Unscented, No Paraben, 90pcs./pack			
			<b>* NOTHING FOLLOWS *</b>			

			Approved Budget for the Contract: PhP 705,402.51			
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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>
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**PURPOSE:** PURCHASE OF JANITORIAL SUPPLIES FOR THE TWO MONTH USE (FEBRUARY-MARCH) OF CRCFs (AMOR VILLAGE, HAVEN, RRCY, THFW, TLC, RHFG) FOR CY 2024

**PR No.** 2024-01-098, 2024-01-088, 2024-01-070, 2024-01-073, 2024-01-074, 2024-01-062

**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"

  
ADRIAN D. MORALES  
 OIC - Procurement Section Chief

\_\_\_\_\_  
 Supplier