2024-11-014

RFQ No.

PR 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,
Contact Person:	please fill out all the items accordingly.
Contact No.:	Indicate "N/A" if not applicable. Thank you!
Email Address:	
PhilGeps Reg. No.:	

\*Title of the Project: PROCUREMENT OF OFFICIAL CASH ENVELOPES FOR THE MONETARY RELEASES OF FRONTLINE PROGRAMS AND SERVICES OF DSWD FO 3 FOR NOVEMBER TO DECEMBER 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;
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative

For methods of procurement requiring Mayor's Permit and Philgeps Registration Number.

Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.

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

If awarded, kindly submit the notarized **Omnibus Sworn Statement** within 1 day 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;
  - 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.

## **Additional Requirements**

 If awarded, kindly submit the BIR Registration Certificate within 1 day upon receipt of the Notice of Award.

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	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	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado			
	Macapagal Government Center, Maimpis,			
	City of San Fernando, Pampanga			
DEADLINE OF SUBMISSION	10:00 AM NOVEMBER 18, 2024			

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 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 days 4. Goods/Activity shall be delivered within: please see attached Annex A 5. Place of Delivery : DSWD Field Office III Main Building, Matulungin St. DMGC Sacop 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 Philippines accounts shall be charged a service fee to be shouldered by Service Provider. 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. (Signature over Printed Name) Supplier

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			lier must be registed at the Philippine Government Electronic Procurer .philgeps.gov.ph to register."	nent System (PhilGEPS). You may visit the	RFQ NO. 202 Date:	24-11-014	
		at www	pringeps.gov.pri to register.				
*Company		_					
*Company *Contact P		s: _					
PhilGEPS		o.: _					
				Statement of Compliance and Bidder's Specifications			
ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST	
	42,857	PCS	ENVELOPE, Mailling w/out Window, Custom Die Cut and Fold, Full Color Front and Back, Size 10.48 x 42.13 cm				
			For Placement and Design: see attached layout				
			Por Placement and Design, see attached layout				
			Delivery Schedule:				
			1st Delivery: on or before November 29, 2024 5,000 pcs. of envelope				
			0,000 pag. or orresope				
			2nd Delivery: within 10 calendar days after 1st Delivery - 16,000 pcs. of envelope				
			3rd Delivery: within 10 calendar days after 2nd Delivery				
			remaining quantity of envelope				
	-						
	_						
		Diasea	Approved Budget for the Contract: PhP 299,999.00 do not leave any blank items.				
			OFFERED QUOTATION / BID				
	[	In WOR		In FIGURES:			
		_		PHP			
PURPOSE			REMENT OF OFFICIAL CASH ENVELOPES FOR THE MONETARY REL	EASES OF FRONTLINE PROGRAMS AND SEI	RVICES OF DSI	VD FO 3 FOR	
PR No. :	NOVEMBER TO DECEMBER 2024 2024-10-103						
IMPORTAN	The winning hidder MIST SIGN the original conv of Purchase Order (P.O.) at DSWD Regional Office III. Procurement Section within 49 hours from its						
INFORTAL	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"						
	Mills						
ADRIAN D. MORALES							
			- PROCUREMENT SECTION CHIEF	SUPPLIER	-		