

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

REQUEST FOR QUOTATION

RFQ No. 2025-02-017
PR No. 2025-01-054
Mode of Proc: Shopping 52.1b

*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: **PROCUREMENT OF CENTRALIZED COMMONLY-USED CONSUMABLE SUPPLIES FOR FEBRUARY TO MARCH CY 2025**

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.

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.

Shopping (for Shopping 52.1 B)

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps **Platinum** Certificate;
- Valid Mayor's Permit; and

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.

- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:
 - ✓ Manufacturer's sales literature or brochures;
 - ✓ Clear photos showing the brand, model, and specifications;
 - ✓ Website links with readable brand and detailed specifications;
 - ✓ Unconditional statements of specification and compliance issued by the manufacturer; and/or
 - ✓ Samples or independent test data, as appropriate
- 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.

If such evidence has not yet been submitted, you are hereby granted one (1) calendar day from the date of receipt of the BAC’s notice to submit the required documentation via email to quotation.fo3@dswd.gov.ph. Please note that failure to comply with this requirement within the prescribed period will result in the disqualification of your bid.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

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:



SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – “SERVICE PROVIDER REGISTRATION FORM”
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite <u>in case of difficulty accessing the above link, you may access the alternate link:</u> 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 February 18, 2024

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.

- 4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
- 5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.
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: Sixty (60) Calendar days
- 4. Goods/Activity shall be delivered/conducted within: Ten (10) Calendar Days Upon Issuance/Receipt of Purchase Order
- 5. Place of Delivery/Activity: DSWD Regional Office III, DMGC, Maimpis, City of San Fernando, Pampanga
- 6. 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 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.


BIANCA C. SOLITA
PPMU Head 

(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 to register."

RFQ NO. 2025-02-017
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*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
4000	piece		BALLPEN, RETRACTABLE, Ball Point, Oil Gel Pen, 0.5mm tip, Black			
500	piece		BALLPEN, RETRACTABLE, Ball Point, Oil Gel Pen, 0.5mm tip, Green			
200	box		CLIP, BACKFOLD, size: 1 1/4 inch, 12pcs/box			
100	box		CLIP, BACKFOLD, size: 2 inch, 12pcs/box			
250	box		FASTENER, METAL, Silver, 7cm, 50 sets/box			
50	piece		FLASH DRIVE, 64gb, Transfer Rate: 3.0			
10	pack		CARBON FILM PAPER, LEGAL SIZE, Black, 10 sheets/pack			
250	pack		FOLDER, TAGBOARD, WHITE, Legal size, 100pcs/packs			
50	bottle		GLUE, MULTI-PURPOSE, Squeeze Type, gross weight: atleast 130 grams			
100	pack		NOTEPAD, STICK-ON, Assorted Color, size: (3"x3") 100 sheets/pack			
120	box		PAPER CLIP, Vinyl/Plastic Coated, 33 mm, Asstd. Colors, 100pcs/bx			
120	box		PAPER CLIP, Vinyl/Plastic Coated, 50 mm, Asstd. Colors, 100pcs/bx			
40	piece		PLASTIC STORAGE BOX, 120L capacity, clear, w/ cover & roller			
50	piece		PUNCHER, PAPER, heavy duty, two-hole, asstd. color			
100	piece		RECORD BOOK, 500 pages, size: 214mm x 278mm			
20	piece		RECORD STORAGE BOX, with Lid, Cardboard, Legal size			
50	piece		SCISSORS, symmetrical, over-all length: 7 inches			
50	box		SIGNPEN, GEL TYPE, Liquid gel/ink, Green, 0.5 mm, needle tip, 12pcs/box			
100	box		SIGNPEN, GEL TYPE, Liquid or Gel, Black, 0.5 mm, needle tip, 12pcs/box			
250	piece		SIGNPEN, HI-TECHPOINT, Roller Ballpen, V10, with grip, Black			
100	piece		SIGNPEN, HI-TECHPOINT, Roller Ballpen, V10, with grip, Blue			
300	piece		SIGNPEN, QUICK-DRY, Liquid gel/ink, Non-retractable, Recycology, Black, 0.5 mm, needle tip			
300	box		STAPLE WIRE, No.35, 5,000 pcs/box			
205	pack		STICKY NOTES, FILM MARKER, 20 sheets per color atleast 7 Asstd Colors/pack			
100	roll		TAPE, DOUBLE-SIDED, w/out foam, width: 24mm x 10m			
200	roll		TAPE, MASKING, width: 48mm x 20m			
500	roll		TAPE, TRANSPARENT, width: 24mm x 100m			
			NOTHING FOLLOWS			
			Approved Budget for the Contract: PhP 577,150.00			

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: PROCUREMENT OF CENTRALIZED COMMONLY-USED CONSUMABLE SUPPLIES FOR FEBRUARY TO MARCH CY 2025

PR No. : 2025-01-054

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

PROCUREMENT SECTION CHIEF

SUPPLIER