

Goods and Services

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

REQUEST FOR QUOTATION

RFQ No. 2025-03-033
PR No. 2025-02-144
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: PROCUREMENT OF SERVICE PROVIDER FOR THE PRODUCTION OF DSWD RED VEST FOR 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.

NP-Small Value Procurement

Legal and Technical Requirements

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

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;
- Latest Income/Business Tax Return (for ABCs 500k and above);
- 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.

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.

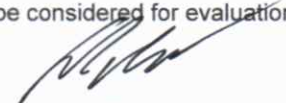
Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

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	11:00 AM March 17, 2025

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: Within Thirty (30) Calendar Day upon from the approval of final sample
5. Place of Delivery/Activity: DSWD FIELD OFFICE III, 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

RPMU 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. 2025-03-033
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
430	PCS	DSWD RED VEST				
			FRONT VEST SPECIFICATION:			
			Color: Red #ED1C25			
			Fabric: Lightweight, strong nylon textiles to produce garments that are extremely breathable, compressible and durably waterproof.			
			Lock Button: Rivet Button			
			Cap Holder: (Please see attached layout), must be locked with a rivet button.			
			DSWD Logo (Left Chest): Embroidered, white luminous thread, Height: 1/2 inch, Width: 5 inches			
			Bagong Pilipinas Logo (Left Chest): Embroidered, Height: 1.8 inches, Width: 1.5 inches, Color: White			
			Angels in Red Vest Logo: Embroidered, Color: Red and Blue with White outline, Height: 1.5 inches, width: 3.5 inches			
			Name Patch Velcro Holder: Material: Velcro Patch: Height: 1 inch, Width: 4 inches			
			Quick Response Team (For Employees only, No Quick Response Team Velcro for 3 officials: RD, ARDO, and ARDA: Embroidered, Height: 1 inch, Width: 4 inches, Color: White			
			Upper Reflectorized Strap (for increased visibility): Reflectorized Strap, Color: Gray, Height: 2 inches (Please see attached layout) must be aligned on both sides.			
			Right Upper Pocket: Pocket for pens and markers, must have a cover of 2 inches flap and pocket enclosed by a plastic zipper			
			Left Upper Pocket: Pocket for personal medicine and small first aid kit, must have a cover of 2 inches flap and pocket enclosed by a plastic zipper			
			Small Secret Pocket: small pocket for money, must have a cover of 2 inches flap and pocket enclosed by a plastic zipper			
			Zipper: Material: Plastic			
			Lock: heavy duty side release buckle (plastic): for tightening and loosening the vest, material: Plastic, Color: Black			
			Lower Left and Right Pocket: pocket for tickler notebook or notepad: Must have a cover of 2-inches flap and pocket enclosed by a plastic zipper			
			Lower Wrap Around String: For tightening the vest, for full support of the vest, color: red rubberized strap, must be aligned on the back side			
			Bottom Reflectorized Strap (For increased visibility): Reflectorized Strap Height: 2 inches (See attached layout), must be aligned on the back side			
			BACK VEST SPECIFICATION:			
			Hood with zipper enclosed in collar (for protection from sun and drizzle): Lightweight, water resistant, detachable using zipper connected to collar			
			Collar (holder for the hood): height: 1 1/2 inch			
			DSWD Logo (Center): Embroidered, color: white luminous thread, height: 3 inches, width: 8 inches			
			Angels in Red Vest Logo: Embroidered, Color: Red and Blue with White outline (Printed), Height: 3 inches, Width: 8 inches			
			Middle Reflectorized Strap (for increased visibility): Reflectorized Strap, color: gray, height: 2 inches (Please see layout)			
			Lock: heavy duty side release buckle (plastic): for tightening and loosening the vest, material: Plastic, Color: Black			
			Water Bottle Pocket Holder: must fit a 500ml of water bottle			
			Large Pocket (Pocket for large essential): size: (A4) adjust depending on the size, must have a cover of 2 inches flap and pocket enclosed by a plastic zipper with digitally printed of Field Office 3, height: 1 inch, width: 10 inches (see attached layout)			
			Umbrella Pocket Holder: must fit a three-fold umbrella			
			Lock: heavy duty side release buckle (plastic): for tightening and loosening the vest, material: Plastic, Color: Black			
			Bottom Reflectorized Strap (for increased visibility): Reflectorized strap, color: Gray, Height 2 inches(see attached layout), must be aligned on the front side.			
			INSIDE VEST SPECIFICATION:			
			Front inside mesh cloth: for breathable ventilation, material: Mesh Cloth (see attached layout), Polyester Fabric			
			Center wrap around string: for tightening the vest, color: red, material: Manufacturer's specification			
			Two (2) secret pockets: valuables, must be enclosed by plastic zipper, zipper must be underneath the mesh lining			
			Bottom wrap around string: for tightening the vest, material: strong, thick, cotton string			

Back inside mesh cloth: for breathable ventilation, materials: mesh cloth (see attached layout)

*With Margin of Error: ± 5% for all the measurements

**Note: The production must be completed within thirty (30) calendar days from the date of approval of the final sample, the requesting unit shall issue a formal letter informing the service provider that the final sample is accepted, which shall mark the start of the 30 calendar-day completion period.

(Please see attached Terms of Reference)

Nothing follows

Approved Budget for the Contract: PhP 808,357.00

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

In WORDS:

In FIGURES:

PHP _____

PURPOSE: PROCUREMENT OF SERVICE PROVIDER FOR THE PRODUCTION OF DSWD RED VEST FOR CY 2025

PR No. : 2025-02-144

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