

Other Supplies - 2192

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No.	RFQ-2025-07-0002		
PR No.	2025-06-038		
Mode of Procurement	NP-53.9 Small Value Procurement		

*Company Name:	
*Company Address:	*REQUIRED. To avoid bid disgualification, please
*Contact Person:	fill out all the items accordingly. Indicate "N/A"
*Contact No.:	if not applicable. Thank you!
*Email Address:	
*PhilGeps Reg. No.:	

*Title of the Project: <u>SUPPLY, DELIVERY AND REFILLING OF FIRE EXTINGUISHERS OF DSWD FIELD</u> <u>OFFICE III, SWAD OFFICES AND CRCFs CY 2025</u>

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.

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

PAGE 1 of 3

- 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;

3

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 <u>quotation.fo3@dswd.gov.ph</u>. 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 <u>https://tinyurl.com/fo3bacsite</u> (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 <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:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite
	Select the Menu - "SERVICE PROVIDER
	REGISTRATION FORM"
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite
	in case of difficulty accessing the above
	link, you may access the alternate link:
	init, jou muj accoco are aternato mita
	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	11:00AM July 08, 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

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/record and or delay of delivery of Service Provider within Three (3) months.
- 3. Quotation validity shall be: Sixty (60) Calendar Days
- 4. Goods/Activity shall be delivered/conducted within/on: Please see attached Annex-A
- 5. Place of Delivery/Activity: DSWD FIELD Office III. Maimpis City of San Fernando. Pampanga
- 6. Terms of Payment: within Thirty (30) Calendar Days after the completion of delivery

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

/ tooodine ritanno.	
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.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

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 <u>www.philgeps.gov.ph</u> and register for free.

BIANCA C. SOLITA (PPMU Head

(Signature over Printed Name) Supplier

/Steph

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registed at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2025-07-0002 Date:

*Company Name: *Company Address: *Contact Person:

*PhilGEPS R		-				,		
Stock/Prop erty No.	QTY.	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/re write "COMPLY" if able to deliver) –	UNIT COST	TOTAL COST		
	10	LOT	SUPPLY AND DELIVERY OF FIRE EXTINGUISHERS ABC Dry Chemical Fire Extinguisher, Dry Chemical, 20lbs					
	18	pc	Inclusions and Specifications:					
2			Dry Chemical (Mono-Ammonium Phosphate) For ABC class of fire Stored pressure type With pressure gauge control Non-electrical conductor, non-toxic, non-corrosive Provision of tagsfabels to each cylinder with proper date printed Fire Estinguishers must have a label indicated instructions how to use, proper handling and type limitations. With minimum of one (1) year warranty standard Free Delivery of all Units With minimum of one (1) year expiration of chemical pressure inside		-			
	1.		Supply and Delivery at DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines within Thirty (30) calendar days upon receipt of Purchase order					
				LOT A : 68,164.92				
×				Note: KINDLY UPLOAD YOUR ACCOMPLISHED QUOTATION TOGETHER WITH YOUR ELIGIBILITY REQUIREMENTS FOR EVERY LOT YOU WISH TO PARTICIPATE IN				
	6	LOT PC	RECHARGING/REFILLING OF FIRE EXTINGUISHERS Recharging/Refilling of Fire Extinguisher, Dry Chemical, 50lbs					
	150	PC	Recharging/Refilling of Fire Extinguisher, Dry Chemical, 20lbs					
	97 28	PC	Recharging/Refilling of Fire Extinguisher, Dry Chemical, 10lbs Recharging/Refilling of Fire Extinguisher, Dry Chemical, 5lbs					
	20	10						
			Scope of Works:					
~			Ensure compliance with standard practices and regulations in accordance with issuances from the Bureau of Fire Protection and provisions of Republic Act No. 9514 or The Fire Code of the Philippines; - Puil-out the portable fire estinguishers for discharging of old chemical agent, and regulate fire estinguishers for discharging of old chemical agent, - Provide service units as replacement of the pulled-out fire extinguishers and may only be retrieved until such time that the newly refilled units are returned; - Dry Chemical (Mono-Ammonium Phosphate) for ABC class of fire - Hydrostatic testing to ensure pressure strength - Chamber de-rusting - Valve checkingfrasetting and replacement (if needed) - General Repair, Maintenance and Pressure recharging - Ensure that refilled fire extinguishers are properly sealed, provided with a new service and inspection tag, and the pressure inside and one (1) year expiration of chemical pressure inside and one (1) year warranty					
			Recharging/Refilling at DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines within Sixty (60) calendar days upon receipt of Purchase Order					
				LOT B : 328,935.24				
				Note: KINDLY UPLOAD YOUR ACCOMPLISHED QUOTATION TOGETHER WITH YOUR ELIGIBILTY REQUIREMENTS FOR EVERY LOT YOU WISH TO PARTICIPATE IN				
			Please see attached terms of Reference					
-			*Nothing Follows*					
		-						
			Approved Budget for the Contract: PhP 397,100.16					
		TOTAL In WOF	OFFERED QUOTATION / BID RDS:	In FIGURES: PHP				
		-						
PURPOSE:		SUPPL	Y, DELIVERY AND REFILLING OF FIRE EXTINGUISHERS OF DSWD FIE	LD OFFICE III, SWAD OFFICES AND CRCFs	CY 2025	_		
PR No.:		2025-0	6-038					
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.						
		future l	RE 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 biddings.					
			carefully re-check your bid (i.e. price, technical specifications and deliv	very date.) DSWD Field Office III Implements	s a "NO MODIF	ICATION and		
			ABRIAN D. MORALES &	(SIGNATURE OVER PRINTED N	AMEL			
			PROCUREMENT SECTION CHIEF	SUPPLIER	PuriCJ			