

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

**REQUEST FOR QUOTATION**

RFQ No.	RFQ-2025-08-0076
PR No.	2025-04-009
Mode of Procurement	Small Value Procurement

\*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 ADVOCACY MATERIALS AND COLLATERALS OF SLP FOR CY 2025 - LOT 2**

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 a basis for non-compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

**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 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 to the BAC Secretariat.**

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


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 electronically under the following condition:

<b>ELECTRONIC SUBMISSION</b>	<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> ”
<b>DEADLINE OF SUBMISSION</b>	<b>September 09, 2025   11:00 AM</b>

<b>INSTRUCTIONS TO BIDDERS</b>
<ol style="list-style-type: none"> <li>1. Accomplish this RFQ and Annex A correct and accurately.</li> <li>2. Do not alter the contents of this form in any way.</li> <li>3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.</li> <li>4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.</li> <li>5. Bids must be in a <b>SINGLE FILE</b> and in <b>PDF FORMAT ONLY</b></li> </ol>

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 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 every delivery

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.**

**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 suppliers 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.

  
BIANCA C. SOLITA

PPMU, Head

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

/STEPHANIE

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. 2025-08-0076  
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 indicate the word "COMPLY" in this whole column as your statement of compliance. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	UNIT COST	TOTAL COST
			<b>LOT I</b>			
	750	Pieces	<b>SLP BROCHURE</b> a. Size: A4 b. Page orientation: Landscape Bi-Fold c. Stock/Materials: 150 gsm lamination: front and Back glossy finish d. Color: Full color, Front and back e. Must have DSWD Logo & SLP Logo f. margin of error: ± 5%			
	300	Pieces	<b>SLP NOTEBOOK</b> a. Size: 6" width x 8" height b. Materials: 150gsm for front and back cover and matte finish and regular lined, 70-80 gsm for inner pages and filler pages. c. Binding: spiral spring d. Total Pages: 100 leaves inclusive of 10 SLP information Filler Pages full Colored print e. Cover: Full color/matte laminated both sides with SLP logo as front cover in 6"x8" inches layout f. Back cover: DSWD logo and BP logo lower part g. Inside Pages: "Date" upper left corner with DSWD and BP logo on Right Corner and SLP logo bottom right. f. margin of error: ± 5%			
	297	Pieces	<b>SLP FOLDABLE FAN FLYER</b> Shape: Round Color: White Size: 25cm Print: High-Quality Print Material: Nylon with Support Metal with printed or sublimation DSWD and SLP Program details. f. margin of error: ± 5%			
	150	Pieces	<b>SLP HOUSEHOLD STICKER MARKER</b> Color: Full color with DSWD, SLP and Bagong Pilipinas Logo Shape: Pre-cut to leaf shape Sticker material: waterproof sticker Size: 3.75(h) x 5 inches (w) f. margin of error: ± 5%			
	280	Pieces	<b>SLP PARTICIPANTS BUTTON PIN</b> a. Size 1.75 inches or 44mm b. Material: metal with pin c. Color: Full color with SLP logo d. Color: Full color, Front and back e. Packaging: Individually Package on a clear plastic f. margin of error: ± 5%			
	200	Pieces	<b>SLP LANYARD KEYCHAIN</b> shape: Round Color: white Size: 25cm Print: High-Quality Print Material: Nylon with support Metal with printed or Sublimation DSWD and SLP program details. margin of error: ± 5%			
	200	Pieces	<b>SLP METAL PIN</b> a. Material: Metal with pin lock b. Size: 1x1 inch c. Shape : Circle d. Form: Lacquer/Epoxy Finished e. Branding: SLP Branding f. Packaging: Individually Packaged on a clear Plastic e. margin of error: ± 5%			

150	Pieces	<b>SLP TOTE BAG</b> a. Size: A4 (8.27"x11.69") b. Page count: 48 c. Sheet count: 24 d. Front and Back cover: C2S 200 coated cover with 3D spot (UV laminated (glossy) - Full color e. Inside Pages: CS2 100 matte f. Binding: Perfect Bound/Tape Bound g. Printing: Bleed Size: Closed: 206mm x 206mm 15mm inside safe margin 3mm trim  <b>Note : Please see layout for reference</b>				
		<b>TECHNICAL SPECIFICATION</b> 1. The Layout will be provided to the winning service provider upon receipt of NOA 2. with Margin of Error of ± 5% for the measurements. 3. Initial sample must be provided within 5 days upon issuance of PO. Final sample should be provider within 2 days after approval of sample. 4. the End-user shall issue a formal letter informing the service provider that the final sample is accepted, which shall mark the start of 30-Calendar day completion period. 5. Must be delivered within 30 Calendar days from the date of approval of the final sample. 6. All items rejected by the inspection committee are eligible for replacement within 2-3 days.				
			<b>LOT 1 : 225,160.19</b> Note: KINDLY UPLOAD YOUR ACCOMPLISHED QUOTATION TOGETHER WITH YOUR ELIGIBILITY REQUIREMENTS FOR EVERY LOT YOU WISH TO PARTICIPATE IN			
2,556	Sq. Ft.	<b>LOT II</b> <b>TARPAULIN</b> >Full color > Glossy Finish > With eyelets on corners > Thickness: 15oz > margin of error: ± 5%  <b>Terms and Condotion</b> 1.the winning bidder shall shoulder the delivery of tarpaulin: 2. Design/Layout will be provided to the winning service provider 3. the winning bidder shall provide updated inventory of printed materials and remaining available prints: 4. The procuring Entity has the reserved right in inspecting delivery materials: 5. Payment shall be made monthly to the winning bidder only upon the submission of the following requirements: a. Delivery receipt b. Sales invoice 6. The Purchase order agreement shall commence from the date of Acceptance of the winning service provider and shall continue until November 30, 2025 or until the budget is fully consumed which ever comes first. 7. Tarpaulin should be delivered within 3 calendar days from the date receipt of request letter with design/layout from the end-user 8. Payment shall be based on the Actual consumption of the end-user 9. Liquidated damages shall be imposed to the winning service provider equal at least one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. The delay shall be determined based on the number of days of delay for each request made by the end-user. 10. SLP Tarpaulin shall be delivered every 15 and/or 30 of the month, if the delivery falls on weekend it will be delivered on the following working day.				
			<b>LOT 2 : 59,989.32</b> Note: KINDLY UPLOAD YOUR ACCOMPLISHED QUOTATION TOGETHER WITH YOUR ELIGIBILITY REQUIREMENTS FOR EVERY LOT YOU WISH TO PARTICIPATE IN			
		*Nothing Follows*				
		<b>Approved Budget for the Contract: PHP 285,149.51</b>				
<b>TOTAL OFFERED QUOTATION / BID</b>						
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>In WORDS:</b>  _____  _____  _____ </td> <td style="width: 50%; vertical-align: top;"> <b>In FIGURES:</b>  PHP _____ </td> </tr> </table>					<b>In WORDS:</b> _____ _____ _____	<b>In FIGURES:</b> PHP _____
<b>In WORDS:</b> _____ _____ _____	<b>In FIGURES:</b> PHP _____					
<b>PURPOSE:</b>	PROCUREMENT OF ADVOCACY MATERIALS AND COLLATERALS OF SLP FOR CY 2025 - LOT 2					
<b>PR No. :</b>	2025-04-009					
<b>IMPORTANT:</b>	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**

\_\_\_\_\_  
(Signature over Printed Name)  
**SUPPLIER**