DSWD
Department of Social Welfare and Development
Field Office 3 - Central Luzon

BAGONG PILIPINAS

CPM NO. PS-2025-0085
Janitorial Supplies

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2025-08-0077**
PR No.	**2025-05-016, 2025-04-155, 2025-05-015, 2025-03-140, 2025-04-147, 2025-04-148**
Mode of Procurement	**Negotiated Procurement – Two Failed Bidding**

***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: SUPPLY AND DELIVERY OF JANITORIAL SUPPLIES FOR 6 CRCFs - 2ND SEMESTER CY 2025**

Sir/Madam:

The Department of Social Welfare and Development (DSWD) - Field Office 3 now invites bids for the above Procurement Project.

The procurement for this project will be conducted through Negotiated Procurement for Two-Failed Bidding pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specification required.

Interested bidders may obtain further information from Bids and Awards Committee (BAC) Secretariat of the Procuring Entity and inspect the Request for Quotation, Technical Specifications and other relevant documents posted at DSWD Field Office 3 website and PhilGEPS microsite.

Furthermore, interested bidders MUST submit the following requirements along with their accomplished Request for Quotation.

NP-TWO FAILED BIDDINGS (Goods)

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and
  Statement of the bidder's Single Largest Completed Contract (SLCC) similar to
- the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; and
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration; and

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; and
- Original duly signed Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
- If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful
- Original of duly signed and accomplished Financial Bid Form; and
- Original of duly signed and accomplished Price Schedule(s)

Failure to attach the required documents will result in the **DISQUALIFICATION** of your bid.

Please accomplish and submit this form together with the other necessary forms and all the required documents to DSWD FO III - BAC Secretariat thru electronic submission 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"**
DEADLINE OF SUBMISSION	**September 10, 2025 | 11:00 AM**

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and together with the other necessary forms 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: Thirty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Schedule of Requirements
5. Place of Delivery: DSWD Field Office 3, DMGC, 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 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