Department of Social Welfare and Development
Field Office 3 – Central Luzon

BAGONG PILIPINAS

CPM NO. PS-2025-0130-1
Other Supplies

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2025-09-0035**
PR No.	**2025-08-045**
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 MAINTENANCE SUPPLIES FOR DSWD FIELD OFFICE III-CRCFs 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 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;

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

- ✔ 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:

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 17, 2025 | 11:00 AM**

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 Terms of Reference
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 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 and register for free.

BIANCA C. SOLITA
PPMU Head

_____
(Signature over Printed Name)
Supplier

/LUIS LANE

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. 2025-09-0035
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
	150	pc/s	LED Bulb, 13W, Daylight, 220-240VAC			
	150	pc/s	LED Bulb, 3W, 6500K Daylight 220-240VAC			
	100	pc/s	T8 LED Tube 9W 2ft Daylight, Double Contactor Tube 220-240V			
	150	pc/s	T8 LED Tube 18W 4ft Daylight, Double Contactor Tube 220-240V			
	80	set/s	Leverset Entrance, Privacy Doorknob Lockset			
	75	set/s	1 Way Switch 1 Gang Device with Plate, Wide Series			
	75	set/s	1 Way Switch 2 Gang Device with Plate, Wide Series			
	60	set/s	1 Way Switch 3 Gang Device with Plate, Wide Series			
	60	set/s	Heavy Duty Stainless Steel Lavatory Fauset (Gooseneck)			
	30	pc/s	Water Closet Tank Push Button Type flush Fittings (two-piece unit)			
	100	set/s	Stainless steel 3 In 1 Toilet Bidet Sprayer bidet toilet pressurized water gun flusher			
	80	set/s	One way Angle Valve 1/2"			
	80	pc/s	Two way Angle Valve 1/2"			
	50	pc/s	Lavatory Flexible Hose 12"			
	50	pc/s	Lavatory Flexible Hose 18"			
	50	pc/s	Surface Type universal Convenience Outlet / 4 gang			
	50	pc/s	Surface Type universal Convenience Outlet / 3 gang			
	50	pc/s	Universal Convenience Outlet / 3 gang (recessed)			
	100	pc/s	Wide Series Duplex Universal Wall Mounted Outlet with Ground, 220VAC			
	100	pc/s	Heavy Duty Rubber Plug			
	5	roll/s	Flatcord #16 / Color Black / Stranded (150 m)			
	5	box/es	THHN Wire 3.5 (150m)			
	4	box/es	THHN Wire 5.5 (150m)			
	25	tube/s	Acrylic Silicone Sealant Clear 300ml			
	100	set/s	Surface Type PVC Utility Box (Amco Box)			
	2	roll/s	PE Insulation Foam 10mm x 1.0m x 50m Double Sided			
	100	roll/s	Rubber Mouldiing 6ft (Electrical Floor Moulding)			
	50	meter	Plastic Moulding 1-1/2" x 4'			
	4	tin	Semi Gloss Latex White			
	4	tin	Flat Latex White			
	3	tin	Semi Gloss Latex Grey			
	3	tin	Quick Dry Enamel (Metal) White			
	3	gal	Paint Thinner			
	5	gal	Epoxy Primer Grey			
	4	pc/s	Grinding Disc 4" (Metal)			
	8	pc/s	Cutting Disc 4" (Metal)			
	10	pc/s	Cutting Disc 4" (Concrete)			
	10	gal/s	Termiticide Concentrate			
	10	gal/s	Rubber Paint (grey)			
	4	gal/s	Quick Dry Enamel (Metal) Yellow			
	4	gal/s	Quick Dry Enamel (Metal) Black			

	5	gal/s	Lacquer Thinner			
	5	pack	Cable Tie 100mm 100pcs./pack			
	5	pack	Cable Tie 200mm 100pcs./pack			
	50	pc/s	Bulb Receptacle 2"			
	100	pc/s	T8 Tube Holder 1200mm Length			
	2	roll/s	MICA Tube 1/2" (60m/roll)			
	2	roll/s	Electrical Flexible Hose 3/4" (50m/roll) Orange			
	50	pc/s	PVC Electrical Pipe 3/4" Orange			
	100	pc/s	Electrical C-Clamp 3/4" Orange			
	25	pc/s	Sand Paper #100			
	25	pc/s	Sand Paper #80			
	50	pc/s	Mouse Trap Glue			
	1	set/s	Submersible Pump minimum Specifications: 1 HP - 1-1/2 HP Voltage: 220-240V~60Hz Rated power: 750W to 1000W Max.head: 9m Max.flow: 333L/min Max.depth: 7m Pipe diameter: 2" Copper wire motor 9m length cable With float switch For dirty water Packed by carton box			
	1	set/s	High Pressure Washer minimum Specifications: Voltage: 220-240V~60Hz Copper wire induction motor Input power: 1300W-1400W Max Pressure: 80 Bar (1160PSI) Flow rate: 6.5L/min atleast 1set water spray gun 1pcs atleast 8m high pressure hose 1pcs atleast 1.5m inlet hose 1pcs quick connecter Packed by color box			
	1	set/s	Tool Box minimum Specifications: Size: 495*200*290mm; margin of error: ± 5% 3 Layers Steel thickness: 0.6~0.8mm Packed by label			
	1	set/s	Handtools Set Include: 1 Pcs 8Oz Claw hammer 1 Pcs 7" Combination Pliers 1 Pcs 6" Long nose pliers 1 Pcs 10" Pump Plier 1 Pcs 8.5" Wire stripper 1 Pcs SL5.5*100 Screwdriver 1 Pcs PH1*100 Screwdriver 2 Pcs Stubby screwdriver: PH2*38 SL6.5*38 4 Pcs precision screwdriver (SL2.0*50mm, SL2.5*50mm, PH000*50mm, PH00*50mm) 1 Pcs Test Pencil (test volte: 100-500V AC) 1 Pcs 8" Adjustable Wrench 1 Pcs 3M Steel measuring tape 1 Pcs Mini Hacksaw frame 8 Pcs hex key: 1.5/2/2.5/3/4/5/5.5/6mm 1 Pcs 1/4" 100mm magnetic shank 40 Pcs screwdriver bits: T5-T6-T7-T8-T9-T10-T15-T20-T25-T30-PH1-PH2-PH2-PH3-PH4-PZ1-PZ2-PZ2-PZ3-PZ4-SL3-SL3-SL4-SL4-SL5-SL5.5-SL6-SL6.5-SL7-SL7-H2-H3-H3-H4-H4-H5-H5-H6-H7-H7 1 Pcs 18mm Snap-off blade knife 10 Pcs knife blades 9 Pcs 1/4" Hexagonal Socket 4mm 5mm 6mm 7mm 8mm 9mm			

			10mm 11mm 12mm 1 Pcs 4-6mm (25mm) socket adaptor 1 Pcs 225mm spirit level 40 Pcs screws (22pcs*ST3.5, 10pcs*ST4, 8pcs*ST5) 40 Pcs plastic plugs (22pcs*5mm, 10pcs*6mm,8pcs*8mm Packed by carring case			
	4	set/s	Drill Bit Set Size 5/32"x3" , 3/16"x 3-3/8" ,1/4"x4" , 5/16"x4-3/4" , 3/8"x4-3/4" 5PCS Masonry drill bit set Packed by plastic box			
	1	set/s	Vacuum Cleaner minimum Specifications: Voltage: 220V-240V~50/60Hz Input power: 1000W-1200W Dust capacity: 10L-12L Vacuum pressure: ≥15KPa Wet and dry cleaning Hepa filter Air flow: ≥1.35m³/min Product size: 321*346*350mm; margin of error: ± 5% With thermo fuse 1.5m flexible hose 1pcs HEPA 1pcs wet&dry plastic floor 1pcs small brush 1set 3part plastic tube Total 2.3m length power cord; margin of error: ± 5% Packed by color box			
	1	set/s	Demolition Hammer minimum Specifications: 1300W 17mm HEX (SS) Voltage: 220-240V~50/60Hz Input power: 1300W Impact rate: 3800bmp Impact force: 20J Anti-vibration system HEX chuck system 6Kgs demolition breaker With 2pcs chisels Packed by BMC 1 Year Service Warranty			
	2	set/s	Heavy Duty Set of 6 UHF 400-470 MHz 16 Channel Walkie Talkie (2 Units per box)			
	100	pcs	Universal Adaptor			
	20	pack	Double A Battery, 4pcs per pack			
	20	pack	Triple A Battery, 4pcs per pack			
			Note: Please refer to Terms of Reference for full details			
			Nothing Follows			
			Approved Budget for the Contract: PHP 997,379.47			

TOTAL OFFERED QUOTATION / BID

In WORDS: _____

In FIGURES:

PHP _____

PURPOSE:	**PROCUREMENT OF MAINTENANCE SUPPLIES FOR DSWD FIELD OFFICE III-CRCFs CY 2025**
PR No. :	**2025-08-045**
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

_____
(Signature over Printed Name)
SUPPLIER