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

CPM NO. PS-2026-0766
Water Supplies

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2026-07-0019**
PR No.	**2026-06-0172**
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: SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER OF DSWD FIELD OFFICE III- REGIONAL OFFICES, ANNEX OFFICES, PAG-ABOT PROCESSING CENTER AND SWAD PAMPANGA FOR AUGUST TO DECEMBER CY 2026 – 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)**;
- Notarized Omnibus Sworn Statement **(for ABCs above 50k);**
- **BIR Registration Certificate,**

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 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	July 27, 2026 | 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,

Digitally signed by Adrian Dayrit Morales

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 (TOR)
5. Place of Delivery/Activity: Please see attached Terms of Reference (TOR)
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).
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.

JOYCE M. SANTOS
PPMU Head

(Signature over Printed Name)
Supplier

/STEPHANIE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE & 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. 2026-07-0019

DATE: _____

*Company Name:_____

*Company Address:_____

*>Company Person:_____

*PhilGEPS Reg. No.:_____

ITEM NO.	QTY	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specification (Please indicate the word "COMPLY" in this whole column as your statement of compliance. Use a single bracket enclosing all the stated technical specifications on the table to represent your full intent to comply with the requirements. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	Unit Cost (Kindly enter your Unit Cost only in the applicable rows where both qty & Unit are specified)	Total Cost (Kindly enter your Total Cost only in the applicable rows where both qty & Unit are specified)
	9,126	container	**Supply and Delivery of Purified Drinking Water of DSWD Field Office III – Regional Office, Annex Offices, Pag-Abot Processing Center and SWAD Pampanga for August to December CY 2026:** • *1 container= 5 gallons of purified drinking water • a. DSWD Field Office III – Central Luzon Main and Annex Building, Government Center, Maimpis, City of San Fernando, Pampanga – minimum delivery of thirty (30) containers of purified dinking water per day from Monday to Friday; • b. DSWD Field Office III – Central Luzon Main Annex A (Promotive Services, KALAHI-CIDSS, Pantawid Pamilya, and SOCPEN Offices), 2nd Floor, Isidore Arcade, San Isidro, City of San Fernando, Pampanga – minimum delivery of fifteen (15) containers of purified drinking water per day from Monday to Friday; • c. DSWD Field Office III – Central Luzon Main Annex B (Crisis Intervention Section and Accounting Liquidation), Ground Floor, Deusrex Realty and Development Corporation, Maimpis, City of San Fernando, Pampanga – minimum delivery of sixteen (16) containers of purified drinking water per day from Monday to Friday; • d. DSWD Field Office III – Central Luzon SWAD Pampanga, PEO Compound, Sindalan, City of San Fernando, Pampanga – minimum delivery of ten (10) containers of purified drinking water per day from Monday to Friday; and • e. DSWD Field Office III – Central Luzon Pag-Abot Processing Center, Capitol Compound, City of San Fernando, Pampanga – minimum delivery of ten (10) containers of purified drinking water per day from Monday to Friday. • Provision of fifty (50) units of fully functional hot and cold water dispensers, with a minimum capacity of five (5) gallons, equipped with a no-spill refilling system and compatible non-spill containers to ensure safety, sanitation, and prevention of water contamination. • Delivery Schedule: Please see attached Terms of Reference			
			Approved Budget for the Contract: PHP 374,713.56			

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES
_____	PHP_____
_____	
_____	

Project Title:	**SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER OF DSWD FIELD OFFICE III- REGIONAL OFFICES, ANNEX OFFICES, PAG-ABOT PROCESSING CENTER AND SWAD PAMPANGA FOR AUGUST TO DECEMBER CY 2026 – 2**
PR No.:	**2026-06-0172**
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, tecnical 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

MEARB No.2026-07-0014

MOST ECONOMICALLY ADVANTAGEOUS AND RESPONSIVE BID (MEARB) QUALITY–COST EVALUATION CRITERIA (TABLE FORMAT)

QUALITY–COST EVALUATION CRITERIA (TABLE FORMAT)

This scoring framework is intended for the procurement project: **"Supply And Delivery Of Purified Drinking Water Of Dswd Field Office III- Regional Offices, Annex Offices, Pag-Abot Processing Center And Swad Pampanga For August To December Cy 2026 – 2"** with an Approved Budget for the Contract (ABC) of **Three Hundred Seventy-Four Thousand Seven Hundred Thirteen Pesos And 56/100 (PHP374,713.56).**

The evaluation shall adopt the **Most Economically Advantageous and Responsive Bid (MEARB)** method pursuant to Republic Act No. 12009 and its IRR, with the following distribution:

- ☐ Quality Proposal – 75%
- ☐ Price Proposal – 25%

QUALITY CRITERIA AND SCORING MATRIX (75%)

Criteria	MINIMUM REQUIREMENTS	Base Points	ADDITIONAL POINTS CRITERIA	Max. Points	Means of Verification	Score
Technical Specifications	Duly signed and accomplished statement of compliance on the Technical Specifications stated on the ANNEX A and with attached **certified true copy** of Microbiological Test conducted on monthly and latest Physio-Chemical Test certificates stated on the Terms of Reference	15	**+2 -** If the bidder attached sample pictures or brochures have written specifications beside each photo. **+2 -** If the bidder submitted updated test certificates with certified true prior the procurement **+1 -** If the bidder submitted a photo indicating the container is made from food-grade plastic, tamper proof, dent free and properly sealed.	**20**	> Duly signed Technical Specification >Attached sample pictures / brochure with complete specifications >Certified true copy of Microbiological Test and Physio-Chemical Test	

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

Business Tenure	With BIR Certificate of Registration	5	**+5** - if company has been operating for more than 5 years	**10**	> BIR Registration Certificate or any proof of registration	
SLCC	Duly signed SLCC equivalent to at least 50% of ABC; with supporting evidence	5	**+1** – if SLCC is more than 50% but less than 100% of the ABC **+2** – if SLCC is equivalent to or greater than 100% of the ABC **+1** – if supported with Certificate of Completion or, Acceptance, or equivalent document **+1** – if SLCC has a "Very Satisfactory" (or higher) performance rating duly signed by the project owner	**10**	>Duly signed and accomplished SLCC form >Certificate of Completion or Acceptance or any equivalent document > any proof of very satisfactory rating signed by the project owner	
Delivery Performance Record	No record of delay or negative slippage in delivery for any completed or ongoing contracts within the last three (3) years; Supported by Sworn Statement of No Negative Slippage within the last three (3) years Any bidder found, during post-qualification, to have a record of negative performance within the past three	5	**No additional points for this criterion**	**5**	☐ Sworn Statement of No Negative Slippage within the last three (3) years	

	(3) years shall be disqualified					
Delivery Term	Duly signed Schedule of Requirements, with Sworn Statement of Commitment to Deliver the Goods on the prescribed timeline When the Supplier fails to deliver the goods within the required delivery schedule without approved justification, the supplier shall be liable for the liquidated damages	10	No additional points	**10**	>Schedule of Requirements >Sworn Statement of Commitment	
Safety and Sanitation Compliance	-Compliance with basic food safety standards and sanitary practices; -Updated Sanitary permit of the business	5	**No additional points**	**5**	Updated Sanitary permit of the business	
Manpower Requirement	The bidder must submit statement of compliance on manpower requirement stated on the TOR	5	**No additional points**	**5**	> Duly signed Statement of Compliance on Manpower Requirement	
Replacement Plan	Commitment to replace defective container and dispenser within one (1) calendar day from receipt of written notice, supported by a duly signed After-Sales Warranty, Replacement Plan and Sworn Statement of Commitment to	5	**+5** – if the bidder commits to replace defective container and dispenser within the day of the delivery	**10**	> Replacement Plan > Sworn Statement of Commitment to Replace Defective Items >After Sales Warranty	

	Replace Defective container and dispenser					

Non-Discretionary Clause

A bidder must meet all the minimum requirements specified under the First Level of Evaluation. Failure to comply with any single criterion, regardless of the bidder's score in other areas, shall result in an "Ineligible" rating and automatic disqualification from further participation in the bidding process.

Passing Quality Score

Only bidders who obtain a minimum quality score of fifty-five (55) points shall be considered to have passed the First Level of Evaluation.

PRICE PROPOSAL (25%)

Component	Computation
Price Score	(Lowest Calculated Bid ÷ Bidder's Bid Price) × 25

The lowest calculated bid shall receive the full 25 points.

OVERALL MEARB COMPUTATION

Component	Weight	SCORE
Quality Score	75%	
Price Score	25%	
TOTAL SCORE	**100%**	

Determination of MEARB

The bidder with the highest total score shall be declared as having submitted the Most Economically Advantageous and Responsive Bid (MEARB).

DOCUMENTARY EVIDENCE REQUIREMENT

All criteria must be supported by appropriate documentary evidence to determine the corresponding score. Failure to submit the required supporting documents shall result in disqualification. Only documents submitted as part of the bid at the time of opening shall be considered during the evaluation.

Thank you.

Digitally signed by Baybayan Allyp Albert Leomo

DIR. ALLYP ALBERT L BAYBAYAN
Chairperson, Bids and Awards Committee