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

CPM NO. PS-2026-0775
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-2026-07-0024**
PR No.	**2026-07-0148**
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 HEAVY DUTY FLASHLIGHT AND STOVE OF HAVEN FOR GIRLS FOR CY 2026**

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	**August 07, 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: within thirty (30) Calendar days upon receipt of Purchase Order
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).
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

/LUIS LANE

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. 2026-07-0024

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)
	25	piece	**HEAVY DUTY FLASHLIGHT, CORDLESS WORK LAMP, BARE TOOL, ERGONOMIC GRIP WITH SOFT GRIP, VOLTAGE: 20 V, UP TO 2000 LUMENS, WITH 2-3 BRIGHTNESS MODE, 120-130 DEGREE SWIVEL LAMP HEAD, AT LEAST 1 MONTH WARRANTY**			
	20	piece	**HEAVY DUTY GAS STOVE BURNER, AUTO-IGNITION CAST IRON, SINGLE BURNER, 2 BURNER RINGS, BURNER SIZE 150-215MM, DIMENSION: 500x280x115MM, AT LEAST 1 MONTH WARRANTY**			
			Delivery Term: Within thirty (30) Calendar days upon receipt of Purchase Order			
			Approved Budget for the Contract: PHP 124,428.50			

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES
_____	PHP_____

Project Title:	**PROCUREMENT OF HEAVY DUTY FLASHLIGHT AND STOVE OF HAVEN FOR GIRLS FOR CY 2026**
PR No.:	**2026-07-0148**
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.2026-07-0018

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

This scoring framework is intended for the procurement project: **"PROCUREMENT OF HEAVY DUTY FLASHLIGHT AND STOVE OF HAVEN FOR GIRLS FOR CY 2026"** with an Approved Budget for the Contract (ABC) of **ONE HUNDRED TWENTY-FOUR THOUSAND FOUR HUNDRED TWENTY-EIGHT PESOS AND 50/100 (PHP 124,428.50).**

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 – 80%
- ✔ Price Proposal – 20%

QUALITY CRITERIA AND SCORING MATRIX (80%)

Criteria	MINIMUM REQUIREMENTS	Base Points	ADDITIONAL POINTS CRITERIA	Max. Points	Means of Verification	Score
Technical Specifications	Duly signed and accomplished statement of compliance with attached proof of additional requirements stated on the Technical Specifications / Annex A with brochures/ photos and certificate of authenticity or any equivalent document, website link with readable brand, model and specification	15	**+8 –** if 80% to 100% of the total items offered exceed the minimum specifications; or **+3** if at least 50% but less than 80% of the total items offered exceed the minimum specifications **+1** - if the attached sample pictures / brochures are clear or readable **+1 -** If the attached sample pictures or brochures have written specifications beside	25	> Duly signed Technical Specification >Attached sample pictures / brochure with complete specifications	

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Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

			each photo and website links			
Business Tenure	with proof of BIR 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	**+3** – if SLCC value is more than 100% of the ABC; or **+1** – if SLCC value is at least 50% but not more 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	Sworn Statement of no record of delay or negative slippage in delivery for any completed projects; Any bidder found, during evaluation, to have a record of negative performance within the past three (3) years shall be disqualified	5	**No additional points for this criterion**	**5**	□ Sworn Statement of No Negative Slippage within the last three (3) years □ Supporting evidence	

Delivery Term	Duly signed Schedule of Requirements within thirty (30) calendar days upon receipt of PO with Sworn Statement of Commitment to Deliver on or before the prescribed deadline	5	**+5** – if the bidder commits that each delivery requirement will be completed at least ten (15) calendar days earlier than the schedule specified	**10**	>Schedule of Requirements >Sworn Statement of Commitment	
Warranty Period	Warranty Period is one (1) year all items, with attached After Sales Warranty and Sworn Statement of Warranty Period	5	**+5** – if warranty period exceeds one (1) year all items;	**10**	>After-Sales Warranty > Sworn Statement of Warranty Period	
Replacement Plan	Commitment to replace defective items within seven (7) calendar days from receipt of written notice with no additional cost, supported by a duly signed After-Sales Warranty and Replacement Plan	5	**+5** – if the bidder commits to replace defective items within four (4) calendar days or less, as indicated in the submitted Replacement Plan, or **+3** if the bidder commits to replace defective items within two (2) calendar days or less, as indicated in the submitted Replacement Plan	**10**	> Replacement Plan and Sworn Statement of Commitment to Replace Defective Items	
TOTAL SCORE						

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 forty-five (45) points shall be considered to have passed the First Level of Evaluation.

PRICE PROPOSAL (20%)

Component	Computation
Price Score	(Lowest Calculated Bid ÷ Bidder's Bid Price) × 20

The lowest calculated bid shall receive the full 20 points.

OVERALL MEARB COMPUTATION

Component	Weight	Score
Quality Score	80%	
Price Score	20%	
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

Digitally signed by Renann Musngi Macapinlac