

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2023-08-581

RFQ No.: 2023-08-866

End-user: DRMD

Date: SEP 21 2023

Name of Project:

ABC: ₱623,900.00

PRODUCTION OF DSWD-FOCAR PERSONAL PROTECTIVE GEAR: SAFETY HELMET & EMERGENCY WHISTLE

Mode of Procurement: SMALL VALUE PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before **SEP 26 2023 12:00NN**

ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPs Registration Certificate or PhilGEPs Registration Number to be indicated in space below (except for**
 - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - o **Official Receipt issued by BIR (a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00 for Emergency Cases** and **P50,000.00** above for **Small Value Procurement**.
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address **bacsec.car@dswd.gov.ph**.

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
 Cordillera Administrative Region
 40 North Drive, Baguio City
REQUEST FOR QUOTATION (RFQ)

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PRODUCTION OF DSWD-FOCAR PERSONAL PROTECTIVE GEAR: SAFETY HELMET & EMERGENCY WHISTLE					
	SAFETY HELMET -atleast 85% polyamide,UPF-50 or High-density HDPE or ABS shell. -with airhole,reflectorized sticker,quick drying with perforations around temples, with adjustable/removable band, soft PVC chin strip,water,stain and impact proof. -in three colors:gray,white and green(please see attached distribution list) -with laminated printed DSWD Logo (front,back and side) Please see attached design for reference	734	piece			
	EMERGENCY WHISTLE -three-band outdoor survival whistle lifesaving/high-pitched, high frequency earthquake relief whistle -any available color Please see attached design for reference	734	piece			

TOTAL PRICE				
	OTHER REQUIREMENTS	COMPLIANCE		REMARKS
		Can Comply	Cannot Comply	
	<i>Delivery of Goods is within 10 calendar days after receipt of Purchase Order/Final Design to be communicated by the End User. Delivery place at DSWD FO CAR, #40 NORTH Drive,Baguio City. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.</i>	[]	[]	
	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				

• Award shall be made per: Item Basis Lot Basis

Note: **NO GIFT ALLOWED**. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name: _____

Name of Firm/Dealer/Contractor: _____

Address: _____

Name and Signature of Convasser _____

Email Address: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____



IEC DESIGN APPROVAL FORM

IEC Material Number: _____ Date and time received: 16 August 2023

Type of IEC Material: "DSWD-FOCAR Personal Protective Gear"
Safety Helmet & Emergency Whistle



Safety Helmet specification: At least 85% polyamide, UPF-50 or High-density HDPE or ABS shell. With airhole, reflectorized sticker, quick drying with perforations around temples, with adjustable/removable band and soft PVC chin Strip, water, stain and impact proof.

In four colors:

- Gray: General staff
- White: RMANCOM & Quadrant Team Leaders
- Green: Safety officers

With laminated printed DSWD Logo (front, back and side)



DSWD FOCAR Safety Helmet & Whistle Distribution List

Recipients	Number
RMANCOM Members	7
SWAD Team Leaders	6
DRMD Personnel (OIC DRMD Chief, SWO II, DRMD, Sections Heads and Focal persons, SMU and ORD)	61
SWAD Offices (x 40 each)	240
Centers (Haven, RRCY, RSCC x 10)	30
All ODSUs (6x 60)	360
Safety Officers	30
GRAND TOTAL	734

NAME	ODSU	ITEM	SIGNATURE	
1. Mr. Leo L. Quintilla	Office of the Regional Director	White Safety Helmet and Whistle		
2. Mr. Enrique H. Gascon Jr.	Office of the Assistant Regional Director for Administration			
3. Ms. Amelyn P. Cabrera	Office of the Regional Assistant for Operations			
4. Ms. Gretchen Pudao-Garcia	SWAD Apayao			
5. Ms. Jackielyn O. Guitangan	SWAD Ifugao			
6. Ms. Lorna C. Lumioan	SWAD Kalinga			
7. Ms. Merly Lintan	SWAD Abra			
8. Mr. Gian L. De Guzman	SWAD Ifugao			
9. Mr. Arnold Lartec	SWAD Benguet			
10. Ms. Marifil C. Jugal	DRMD			
11. Ms. Fatima Florendo	4Ps			
12. Ms. Imelda N. Tuguinay	KALAHI-CIDDS			
13. Ms. Mary Ann G. Buclao	Protective Division			
14. Ms. Concepcion E. Navales	Promotive Division			
15. Ms. Nelly L. Mason	CRCF			
16. Ms. Rina Claire Reyes	CAO			
17. Mr. Ronilo R. Flores	Admin Division			
18. Ms. Norie Castaneda	FMD			
19. Ms. Rojhelea Ann Marie S. Claire	PPD			
20. Ms. Carmencita Chaluyen			White Safety Helmet and Whistle	
21. Ms. Novella N. Pocding				
22. HAVEN Center Head				
23. Mr. Haedan B. Cacdac	SLP			
24. Mr. Victor Bomowey	GSS			
25. Mr. Rainer Pena	Records			
26. Ms. Julie Gascon	PAS			



27. Ms. Miami Vinuya	HRPPMS		
28. Ms. Bonafe Ramos	LDS	White Safety Helmet and Whistle	
29. Mr. Jerry Julian	CBS		
30. Ms. Kathleen Glory David	HR Welfare		
31. Mr. Glyxter N. Rudio	BGMS		
32. Mr. Jocelyn T. Tupeng	Budget Section		
33. Ms. Rose C. Moldero	Cash Section		
34. Ms. Aileen Ballesteros	Finance Section		
35. Mr. Marvin Gamboa	ICTMS		
36. Ms. Nerizza Faye Trinidad	SMU		
37. Mr. Simphel Lucaben	ORD		
38. Ms. Nori Rillera	RJWC		
39. Ms. Libertine Awingan	Sector		
40. Ms. Eleanor B. Ayan	SFP		
41. Ms. Mary Melodee Ann Anipew	Procurement		
42. Ms. Julie Gascon	PAS		
43. AICS Head		Gray Safety Helmet and whistle	
SWAD Abra (40 pax)			
SWAD Apayao (40 pax)			
SWAD Benguet (40 pax)			
SWAD Kalinga (40 pax)			
SWAD Ifugao (40 pax)			
SWAD Mt. Province (40 pax)			
RSCC (10 pax)			
HAVEN (10 pax)			
RRCY (10 pax)			
DRMD (61)			
Protective	330 pieces		
Promotive			
FMD			
4Ps			
SLP			
KC			
PPD			
HRMDD			
Admin Division			
DSWD FOCAR Safety Officer (30 Pax)		All ODSUs	Green Safety Helmet and Whistle

Prepared by:



Angela M. Ocawe
PDO II, PDRS Head

Approved by:



Marifil C. Jugal
OIC Division Chief, DRMD

- II. Three-band outdoor survival whistle lifesaving/high-pitched high frequency earthquake relief whistle (Any available color)



Comments: For RDs approval. Thank you.

Prepared:

ANGELA M. OCAWE
PDO III, DRMD

Reviewed by:

MARIFIL C. JUGAL
OIC Division Chief, DRMD

Recommended for Approval:

NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved:

LEO L. QUINTILLA
Regional Director