

REQUEST FOR QUOTATION (RFQ)

2023-09-009(2024 NEP),2023-09-045(2024 NEP),2023-11-113(2024

PR/PP No.: NEP)

End-user: RHWG/RRCY/GSS

Name of Project:

RFQ No.: 2024-01-047

Date: JAN 02 2024

ABC P338,500.00

PURCHASE AND DELIVERY OF PURIFIED DRINKING WATER FOR YEAR 2024

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](mailto:bacsec.car@dswd.gov.ph) on or before ~~JAN 08 2024~~ JAN 02 2024 12:00NN.

RINA CLAIRE L. REYES  
BAC CHAIRPERSON

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be REJECTED.
2. For unit price/s, 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 Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)
  - c. Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
  - d. 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 lower shall prevail.
10. Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation may 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. Upon approval of the Purchase Order (PO), the Procurement Section shall send or forward the approved PO for confirmation to the winning bidder. The approved PO shall be confirmed within three (3) calendar days upon sending the approved PO to the winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.
14. 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.
15. 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.
16. 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](mailto: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)**

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<b>PURCHASE AND DELIVERY OF PURIFIED DRINKING WATER FOR YEAR 2024</b>				
A.	RHWG - Purified Drinking Water -5 gallons/bottle	1560	bottle		
B.	RRCY - Purified Drinking Water -5 gallons/bottle	2300	bottle		
C.	Field Office Potable Water- Purified Drinking Water -5 gallons/bottle (300 bottle per month)	3600	bottle		
D.	Training Center Potable Water - Purified Drinking Water -5 gallons/bottle (100 bottle per month)	1200	bottle		
E.	DRMD Potable Water- Purified Drinking Water -5 gallons/bottle (20 bottle per month)	240	bottle		
F.	Kalahi Potable Water- Purified Drinking Water -5 gallons/bottle (20 bottle per month)	240	bottle		
G.	SLP Potable Water- Purified Drinking Water -5 gallons/bottle (30 bottle per month)	360	bottle		
H.	CIS Potable Water- Purified Drinking Water -5 gallons/bottle (30 bottle per month)	360	bottle		
I.	Warehouse Potable Water- Purified Drinking Water -5 gallons/bottle (65 bottle per month)	780	bottle		
<b>TOTAL PRICE</b>					
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>			
		Can Comply	Cannot Comply	REMARKS	
	1. Minimum of 17 stages purified drinking water 5 gallon/ pet	[ ]	[ ]		
	2. One year provision of water, staggered basis	[ ]	[ ]		
	3. Free delivery	[ ]	[ ]		
	4. Willing to be paid on a monthly basis based on actual deliveries per month	[ ]	[ ]		
	5. Can provide 20 units of water dispenser, top and loading types with hot and cold	[ ]	[ ]		
	6. Free repair and maintenance of broken water dispenser	[ ]	[ ]		

	OTHER REQUIREMENTS	COMPLIANCE		
		Can Comply	Cannot Comply	REMARKS
	<p>Delivery place is at  <b>DSWD FO CAR, #40 NORTH Drive and DSWD CAR Secretarys Cottage, Baguio City</b> (for Field Office, RHWG, RRCY and Training Center)  <b>4th Floor, ES Clemente Building, Shanum St. Corner Otek St. Lake Drive Burnham, Baguio City</b> (for DRMD and Warehouse),  <b>Ground Floor, TERRACE LIM BAGUIO CONDOMINIUM INC. #07 Laubach Road, Upper General Luna, Baguio City</b> (for KALAH!)  <b>1st Floor DSWD Office, Gestdan Centrum, Bokawkan Rd., Padre Burgos</b> (for CIS)            (for SLP) <b>within Baguio City but to be communicated to the winning bidder for final place of delivery</b>            If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.</p>	[ ]	[ ]	
	<p>Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.</p>	[ ]	[ ]	
		<b>TOTAL</b>		
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>				

• Award shall be made per:

Lot basis

Total Quoted Price

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 cost, 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.

**Name of Firm/Dealer/Contractor:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Owner's/Proprietor/President's Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**For Authorized Representative, kindly indicate the following:**

**Name and Signature:** \_\_\_\_\_

**Contact Number/s:** \_\_\_\_\_

**PhilGEPS Registration Number:** \_\_\_\_\_

\_\_\_\_\_  
 Name and Signature of Canvasser

