

REQUEST FOR QUOTATION (RFQ)

PR/PP  
No.: 2024-12-947  
End-user: ICTS  
Name of Project:

RFQ No.: 2024-12-1304  
Date: DEC 16 2024  
ABC: ₱223,123.75

**PURCHASE AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT (HARDWARE TOOLS) FOR DSWD CAR (3RD POSTING)**

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 DEC 23 2024, 12:00 NN.

per:   
RINA CLAIRE L. REYES  
BAC Chairperson 

**TERMS AND CONDITIONS:**

- Quotations in excess of the ABC will be **REJECTED**.
- For total quoted price, quotations with a **dash or zero shall be deemed free of charge**.
- All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
- The Procuring Entity **may give due preference to goods being offered with green component**.
- If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
- Delivery of Goods / Services is **as indicated** in the next page.
- 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**.
- The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - Updated Mayor's / Business Permit**
  - PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
  - Official Receipt or Invoice (as applicable) issued by BIR (a mere picture of the receipt can suffice)**
- 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.
- Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall be disqualified**.
- 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.
- 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**.
- Upon **approval of the Purchase Order (PO)**, the Procurement Section may 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 may cause the automatic cancellation of the PO.
- 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**.
- 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.
- Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25123** 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)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>PURCHASE AND DELIVERY OF SEMI-EXPENDABLE ICT EQUIPMENT (HARDWARE TOOLS) FOR DSWD CAR (3RD POSTING)</b>				
1	Ordinary claw hammer Wooden / steel handle with rubber grip	7	piece		
2	Heavy duty portable rechargeable vacuum cleaner 20V Lithium-Ion Cordless Blower with 2pcs 2.0Ah Battery and 1pc Charger No-load speed:18000rpm Max air volume: 2.7m <sup>3</sup> /min	9	unit		
3	4 gang universal outlet extension Cord length: 20 meters With surge protection and built-in breaker Impact resistance Flame retardant	20	unit		
4	8 gang universal outlet extension Cord length: 10 meters With surge protection and built-in breaker Impact resistance Flame retardant	10	unit		
5	Heavy duty portable drill with battery and drill bit set with hard case No. of external Batteries: 2 Battery voltage: 18.0 V Torque (soft/hard/max.): 21/50/- Nm No-load speed (1st gear / 2nd gear): 0 – 500 / 0 – 1,900 rpm Weight excl. battery: 0.99 kg Battery type: Lithium-ion Max. impact rate: 27,000 bpm Chuck capacity, min./max.: 1.5 / 13 mm Torque settings: 20+2 Max. screw diameter: 10 mm Max. drilling diameter in wood: 35 mm Max. drilling diameter in steel: 10 mm Max. drilling diameter in masonry: 10 mm	7	unit		
6	15 pieces Mixed Drill Bits Set - 5 x HSS Drill Bits 3/4/5/6/8 - 5 x Wood Twist Drill Bit 3/4/5/6/8 - 5 x Masonry Twist Drill Bit 3/4/5/6/8 - Plastic Case	9	set		
7	Disposable Gloves Nitrile Vinyl Latex Free Powder Free Non-Sterile Multi-Purpose Gloves (50 pairs/pack)	11	pack		
8	2" paint brush Material: Nylon	17	piece		
9	3" paint brush Material: Nylon	17	piece		
10	Heavy duty staple gun / Gun tacker Uses T-50 staples	8	piece		
11	T-50 gun tacker staple, 12mm 1000 staple per box	12	box		
12	Cloth duct tape Size: 48mm x 50m Gray	45	roll		
13	Heavy duty industrial grade glue gun Power: 100W Rated Frequency: 220-240V 50/60Hz13-18g/min	8	piece		

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
14	Glue gun sticks Size: 11mm x 200mm 100 pieces per box	8	box		
15	Wall mount key storage 48 key capacity/key hooks Material: Aluminum alloy	1	unit		
16	2" Gypsum screw 100 pieces per box	10	box		
17	2" Dry wall Gypsum screw 100 pieces per box	10	box		
18	USB rechargeable LED flashlight with USB cord and battery Lumen brightness: 2000 lumen Product material: aluminum alloy Working voltage: 3.7 Direct charging: TYPE-C USB direct charging Light mode: 5 modes (strong, medium, weak, strobe, SOS) Color: black	2	unit		
19	Transparent storage box 95 liters capacity	10	piece		
20	3gms high quality instant glue Impact heat and water resistant	20	piece		
21	Rechargeable AA Battery 1200mAh Rechargeable Battery Battery Type: Ni-MH rechargeable battery Nominal Voltage: 1.2V High Capacity AA Ni-MH battery can be recharged about 1200 times Estimate Full Charging Time: 3 hours	80	piece		
<b>TOTAL PRICE</b>					
<b>OTHER REQUIREMENTS</b>			<b>COMPLIANCE</b>		<b>REMARKS</b>
			Can Comply	Cannot Comply	
Delivery of Goods is within <b>10 calendar days</b> after receipt of Purchase Order. 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.			[ ]	[ ]	
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.			[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>					

• Award shall be made per:                      Item Basis                      x 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.

**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