

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region

TERMS OF REFERENCE FOR SERVICE PROVIDERS
DSWD FOCAR PERSONAL PROTECTIVE EQUIPMENT
(Small Value Procurement)

| IDENTIFYING INFORMATION | |
|---|---------------------------------------|
| Title of Proposal <ul style="list-style-type: none">Production of Personal Protective Equipment for Hydromet Hazards | |
| Project Proposa Number <ul style="list-style-type: none">2024-10-051 (2025 NEP) | |
| Actual budgetary Cost (ABC) <ul style="list-style-type: none">Php 592,000.00 | |
| Proponent: DRMD | Disaster Response Management Division |
| <p>Rationale:</p> <p>Provision of Personal Protective Equipment (PPE) is an essential program for every personnel in the workplace and during response operations given the helm of disaster response, DSWD is the Vice-Chairperson for Disaster Response and Early Recovery Pillar and Leads on 3 clusters Camp Coordination and Cam Management (CCCM), Internally Displaced Population (IDP) and Food and Non-food Items (FNIs).</p> <p>For the past response operation, one danger our QRT faced was traversing rapid water tributaries to deliver our welfare goods. Aside from bracing torrential rains and gusty winds. During our post-evaluation review of our Carina and enhanced Southwest Monsoon, our Provincial Offices are requesting protective gears to aid and give certainty in facing hydro-meteorological hazards.</p> <p>Upon careful consideration following the post-qualification process and with technical input from the Procurement Section, amendment of the Terms of Reference (ToR) related to the procurement of Personal Protective Equipment (PPE) specifically the helmet, whistle, rain suit and rain coat was proposed.</p> <p>This amendment was approved and necessary to ensure that potential suppliers are fully compliant with the required technical specifications and the stipulated delivery schedule, given the customized nature and bulk volume of items.</p> <p>The adjustments will help streamline the selection process, minimize procurement risks, and ensure timely delivery of high-quality PPE.</p> | |
| DETAILS | |
| <p>1. RAINCOAT & RAINSUIT: Water proof set</p> <p>Composition: 100% Polyester PVC Coating</p> <p>Detail:</p> <ul style="list-style-type: none">- Fixed hood type- Solid Color with reflective pipings- Tigthening trouser and inner wrist (Snap fasten)- Snap fasten tops- Elasticated waist- Exterior pockets- Marking: Screen or transfer printing of brands (See attached design)- Color: Blue | |

2. RAINSUIT: Water proof set

Composition: 100% Polyester PVC Coating

Detail:

- Fixed hood type
- Solid Color with reflective pipings
- Tightening inner wrist (Snap fasten)
- Snap fasten tops
- Exterior pockets
- Marking: Screen or transfer printing of brands (See attached design)
- Color: Blue

Other requirements:

- Delivery of items will be on staggered scheme. The winning supplier has 30 days to initially deliver 30% of the purchased goods. Meanwhile, remaining items must be delivered in the succeeding month. Thus, complete delivery of goods must be within 60 days after receipt of Purchase Order.
- Procured goods must have a warranty of 6 months. Any damages non-compliant to specifications is subject to change for free and be replaced within 30 days.

Prepared by:



ANGELA M. OCAWE

PDO III, DRMD

Approved by:



NOVELIA N. POCDING

OIC Division Chief, DRMD

DSWD

Department of Social Welfare and Development

Concurred:

Service Provider:

(Printed Name over Signature)

Address:

Contact Number:

IEC DESIGN APPROVAL FORM

IEC Material Number: 2024-SMU-IEC-204 Date and time received: October 02, 2024

Type of IEC Material: Personal Protective Equipment (PPE) for Hydromet Hazards
Life Vest, Rain Jacket and Rain Suit



I. Life vest

Technical Specifications

PFD Type: Type III

Fabric: Nylon

Buoyancy Material: PE Foam

- Contoured panels, heavy-duty straps, and sturdy buckles provide support and a strong, secure fit.
- Reflector tapes on the shoulders and back add visibility even at night.
- Dual leg straps provide additional security.
- Attached Aquamarine Whistle can be used to call for attention during emergencies.

RAIN JACKET DETAILS



II. Raincoat jacket:

- Composition: 100% Polyester
- Material: Polyester
- Details: Zipper
- Pattern: Solid color
- Sheer: No
- Fabric: Non-Stretch
- Collar Style: Hooded
- Operation Instruction: Hand wash, do not dry clean
- Style: Casual
- Fit Type: Regular



III. Ran suit

- Details: Pocket
- Pattern: Solid color
- Sheer: No
- Fabric: Non-Stretch
- Collar Style: Hooded
- Type: Tops
- Material: Polyester
- Applicable People: Adult
- Season: Four Seasons
- Fit Type: Regular
- Tops Composition: 100% Polyester
- Bottoms Composition: 100% Polyester
- Weaving Method: Woven

Prepared:



ANGELA M. OCAWE
PDO III, DRMD

Reviewed by:



CRISELDA MAE L. AROMIN
Social Welfare Officer II

NOVELIA N. POCDING
OIC Division Chief, DRMD

Recommended for Approval:



NERIZZA FAYE G. VILLANUEVA-TRINIDAD
Regional Information Officer II

Approved by:



MARIA A. CATBAGAN- APLATEN, PhD
Director IV, Regional Director

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Cordillera Administrative Region
40 North Drive, Baguio City

REQUEST FOR QUOTATION (RFQ)

No.: 2024-10-051(2025 NEP)

RFQ No.: 2025-05-458

End-user: DRMD-PDRS

Date: MAY 25 2025

Name of Project:

ABC: ₱592,000.00

Production of Personal Protective Equipment (PPE) for Hydromet Hazards-2nd 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 on or before 12:00NN

JUN 05 2025

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 Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - 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 or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice 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 **₱500,000.00** for **Emergency Cases** and **₱50,000.00** above for **Small Value Procurement**.
13. 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.
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 25123, 0969-572-9176** or email address **bacsec.car@dswd.gov.ph**.

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40 North Drive, Baguio City

| REQUEST FOR QUOTATION (RFQ) | | | | | |
|---|---|-------------------|---------------|--------------------|-------|
| ITEM NO. | DETAILED DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL |
| | Production of Personal Protective Equipment (PPE) for Hydromet Hazards-2nd Posting | | | | |
| 1 | LIFE VEST -PFD Type: Type III -Fabric: Nylon -Buoyancy Material: PE Foam Contoured panels, heavy-duty straps, and sturdy buckles provide support and a strong, secure fit. -Reflector tapes on the shoulders and back add visibility even at night. -Dual leg straps provide additional security. -Attached Aquamarine Whistle can be used to call for attention during emergencies. PLEASE SEE ATTACHED DESIGN FOR REFERENCE | 40 | piece | | |
| 2 | RAINCOAT : WATER PROOF SET -Composition: 100% Polyester PVC Coating Detail: -Fixed Hood Type -Solid Color with reflective pipings -Tightening trouser and inner wrist (snap fasten) -Snap fasten tops -Elasticated waist -Exterior pockets -Marking: Screen or transfer printing of brands (see attached design) -Color: Blue PLEASE SEE ATTACHED DESIGN AND TERMS OF REFERENCE | 280 | piece | | |
| 3 | RAIN SUIT -Composition: 100% Polyester PVC Coating Detail: -Fixed Hood Type -Solid Color with reflective pipings -Tightening inner wrist (snap fasten) -Snap fasten tops -Exterior pockets -Marking: Screen or transfer printing of brands (see attached design) -Color: Blue PLEASE SEE ATTACHED DESIGN AND TERMS OF REFERENCE | 280 | piece | | |
| | | | | TOTAL PRICE | |
| OTHER REQUIREMENTS | | COMPLIANCE | | REMARKS | |
| | | Can Comply | Cannot Comply | | |
| Sample or Prototype should be presented within 3 calendar days after receipt of Purchase Order. | | [] | [] | | |
| Delivery of items will be on staggered scheme . The winning supplier has 30 days to initially deliver 30% of the purchased goods. Meanwhile, the remaining items must be delivered within the succeeding month. Thus, complete delivery of goods must be within 60 days after receipt of Purchase Order. | | [] | [] | | |
| Goods/items must have a warranty of 6 months. Any damages non-compliant to specifications is subject to change for free and be replaced within 30 days. | | [] | [] | | |
| 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. | | [] | [] | | |
| 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.

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