

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2025-10-1020

End-user: PSS / SOCTECH

Name of Project:

Purchase and Delivery of Other Supplies to Social Technology Unit (Subsidies to PAG ABOT Beneficiaries)

RFQ No.: 2025-11-925

Date:

NOV 19 2025

ABC: ₱445,167.58

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 NOV 24 2025 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. Payment terms is charged on account.
6. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
7. Delivery of Goods / Services is as indicated in the next page.
8. 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.
9. 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)
10. 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.
11. Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation shall be disqualified.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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.

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
	Purchase and Delivery of Other Supplies to Social Technology Unit (Subsidies to PAG ABOT Beneficiaries)				
1	Cooking Pot - with lid Size: 25cm Diameter x 15cm Height	15	PIECE		
2	Frying Pan 7.4cm x 34.3cm	15	PIECE		
3	Plate - at least 10"	90	PIECE		
4	Table Spoon - Stainless Steel	90	PIECE		
5	Fork - Stainless Steel	90	PIECE		
6	Cup - Acrylic material, Size: 14cm x 8cm	90	PIECE		
7	Storage - 70L, Plastic, Transparent White	20	PIECE		
8	Alcohol, 70%, 250ml	100	BOTTLE		
9	Toothbrush, Standard Size, adult	100	PIECE		
10	Tooth Paste - Twin Pack, atleast 20 - 24g	100	SACHET		
11	Sanitary Napkin - 280mm, with wings, 8 pads / pack	100	PACK		
12	Comb with handle, Material: Carbon fiber, high-quality plastic Key features: Heat-resistant, anti-static, smooth/rounded teeth to prevent damage, ergonomic grip, and lightweight designs Size: 18 x 2.5 cm (carbon fiber)	100	PIECE		
13	Face Towel 12" x 12", 100% cotton	100	PIECE		
14	Bath Towel 70cm x 140cm, 100% cotton	100	PIECE		
15	Foot Rugs	40	PIECE		
16	Cleaning Brush Heavy Duty, Bristles high-carbon steel, Size: 14", Design: 3-row bristle type	5	PIECE		
17	Toilet Cleaning Brush with plastic handle Height is at least 46cm and Diameter is at least 12cm, Brush: Bristles are Polypropylene	4	PIECE		
18	Pail, 24 Liters Capacity: 24 liters, Material: High-density polyethylene (HDPE) or polypropylene (PP), Dimensions: 35.5 cm x 35 cm, Handle: Sturdy, often with a comfort grip and made of metal or plastic for easy transport, Shape: round	4	PIECE		
19	Water Dipper, Capacity: 1.5 liters, Material: Polypropylene (PP), Dimensions: Length - 21.6 cm, Width - 17.4 cm, Height: - 8.4 cm	4	PIECE		
20	Soft Broom	2	PIECE		
21	Stick Broom	2	PIECE		
22	Dust Pan, big, rigid, plastic Base dimensions: Thickness - at least 1.25mm, Front width: at least 260mm, Back width: at least 200mm, Depth: at least 225mm, Handle dimensions: Diameter at least 30mm, Length at least: 600mm	2	PIECE		
23	Mop - Spin Wash and Dry Basket, with 2 extra microfiber mop head	1	PIECE		
24	Bath Soap - 85g	200	PIECE		
25	Shampoo - 90ml	100	BOTTLE		
26	Bleach, at least 3.785ml	10	BOTTLE		
27	Dishwashing Liquid, at least 250ml	40	BOTTLE		

28	Hand soap Liquid - at least 500ml	40	BOTTLE		
29	Toilet Cleaner, liquid, at least 500ml, scented	40	BOTTLE		
30	Trash bag, black, L, 10s	50	PACK		
31	Trash bag, black, XL, 10s	50	PACK		
32	Laundry Detergent, Powder, 1kg	40	PACK		
33	Fabric Conditioner, 240ml	150	PACK		
34	Pillow with Case, Pillow: Standard size - 18" x 28". Pillowcase: Standard pillowcase size - 20" x 30"	100	SET		
35	Bed and pillow sheet, set, Bed Sheet Dimension: 39" x 75" Pillow Case Dimension: 20" x 30"	50	SET		
36	Blanket - Fleece, 85" x 90", Material: 100% polyester, Size: 85" x 90"	100	PIECE		
				TOTAL:	
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
<i>Delivery of Goods/Services is within 10 working days after receipt of Purchase Order. Delivery place at DSWD FIELD OFFICE 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>			[]	[]	
			<i>Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.</i>		
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 Convasser

