

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

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2025-10-1032

End-user: RHWG

Name of Project:

RFQ No.: 2025-11-930

Date: NOV 19 2025

ABC: ₱233,925.00

Purchase and Delivery of Other Supplies for Regional Haven for Women and Girls

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.

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REQUEST FOR QUOTATION (RFQ)						
ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	
	Purchase and Delivery of Other Supplies for Regional Haven for Women and Girls					
1	Marching Lyre Set (Marching Lyre Set Small, Height-54cm, Length-41.5cm and Width-26.5cm, Medium, Height-62cm, Length-42cm and Width-26.5cm, Large, Height-65cm, Length-41.5cm and Width-26.5cm, with Harness	5	SET			
2	Cajon with Pickup Percussion Beat Box (Versatile Sound: Dual-sided design offers bongo tones and string cajon sounds. Easy to Use: Adjustable waist belt for stability in any setting. Dimensions: Length 42cm, Length 42cm, Height 34cm.	3	PIECE			
3	Manicure and pedicure set (4PCS Manicure Set Kit Box Nail Clippers Set Stainless Steel Sharp Curved Blade for Thick or Ingrown Nails Professional Podiatrist Nail Cutter)	5	SET			
4	Round Disposable Plastic Container w/ hinged Lid;250 ml; 50 pcs/pack	5	PACK			
5	Aluminum Foil: 12 inches x 300m, approx weight 1.55-1.65kg, with plastic easy pull holder	5	PIECE			
6	Hair Net: Size: Large, 10 pieces/pack	10	PACK			
7	Apron, size: Large, Dimension: 33 inches in height and 30 inches in width, 32 inches long	50	PIECE			
8	Disposable plastic gloves (Large), 100pcs/ pack	5	PACK			
9	Disposable clear plastic container, 650 ml capacity, 10 pcs/ pack	10	PACK			
10	Disposable clear plastic container, 300 ml capacity, 10 pcs/ pack	10	PACK			
11	Clear Plastic Storage Box with Lockable Lid, at least 30 Liters capacity	10	PIECE			
12	Round Disposable Plastic Container with lid, 80 mL capacity, 25pcs/pack	5	PACK			
13	Storage Organizer Box with Lid and Handle, 15 Liters capacity	5	PIECE			
14	Plastic Storage Container with Handle and Secure Locking Lid, 160L capacity	5	PIECE			
15	Glass Container with Bamboo Cover, Round shape, 500 ml capacity	5	PIECE			
16	Glass Container with Bamboo Cover, Round shape, 250 ml capacity	5	PIECE			
17	Heat Resistant Glass Jars - with Black or Gold Lids, 220 ML capacity, 25 pieces /box	5	BOX			
18	Dessert Cup with Lid, 5oz capacity, Transparent, 50pcs/pack	5	PACK			
19	Plastic Transparent Ziplock Clear Cellophane Bag, Large, 10x12 inches, 100 pcs/pack	5	PACK			
20	Stand Up Pouch with Zip Lock - Resealable for Food Products, preferably white color, 10x 15 cm, 25pcs/pack, with window	5	PACK			
21	Transparent Plastic Sando Bag, 50pcs/pack, size: 26x 42cm	10	PACK			
22	Stand Up pouch with Ziplock, brown, kraft paper	5	PACK			
23	Transparent Plastic Food Cover, Elastic, 100 pcs/pack	10	PACK			
24	Disposable kitchen Towel, Oil Absorbent, 20 x20 inches, 800 sheets/roll	5	ROLL			
25	Bento lunch Box, with 2 compartment, plastic, 1 liter, microwave safe, with spoon and fork (Capacity: 1500ml, 23.5cmx17cmx7cm)	15	SET			
26	Plastic Water container with faucet, 2.5 gallons, L 13 inches, H 17 inches, W 6.5 inches	3	PIECE			
27	Umbrella, 24 ribs, automatic, wind proof, anti-uv sunscreen, large umbrella folding	30	PIECE			
28	Comb, size 195X 31X4mm, weight: 18.0g, Material plastic	120	PIECE			
29	School Shoes Color: Black, Material: High-quality leather, Size 35 (22 cm)	10	PAIRS			
30	School Shoes Color: Black, Material: High-quality leather, Size 36 (23 cm)	10	PAIRS			
31	School Shoes Color: Black, Material: High-quality leather, Size 36 (23 cm)	10	PAIRS			
32	School Bag, Nylon waterproof, anti-theft ladies backpack, width 12cm, length 28cm, height 31cm	20	PIECE			
33	800ml Vacuum Flask Stainless Steel Double Wall Leak Proof Thermal Tumbler Insulation BPA Free Spout	20	PIECE			
34	Rain Boots, Women's Warm Fleece-Lined Mid-Calf High Quality, Size 36 (23 cm inside)	5	PIECE			

35	Rain Boots, Women's Warm Fleece-Lined Mid-Calf High Quality, Size 37 (23.5 cm inside)	5	PIECE		
36	Rain Boots, Women's Warm Fleece-Lined Mid-Calf High Quality, Size 38 (24 cm inside)	5	PIECE		
37	Rain Boots, Women's Warm Fleece-Lined Mid-Calf High Quality, Size 39 (24.5 cm inside)	5	PIECE		
38	Rain Boots, Women's Warm Fleece-Lined Mid-Calf High Quality, Size 40 (25 cm inside)	5	PIECE		
39	Ladies' hair accessories, Girl's rubber Band pony hair accessories, Set type: 1 bag hair band (at least 1000 pcs/pack)	1	PACK		
40	Pillow, 18X28 size, soft microfiber cover, resilient fiberfill, white	50	PIECE		
41	Sewing Thread, Material: Polyester, Size: Length 3,000m, black color	2	ROLL		
42	Sewing Thread, Material: Polyester, Size: Length 3,000m, White color	2	ROLL		
43	Sako bag, double zipper bag, thicken versatile strong, non-woven fabric 50X55X25CM	15	PIECE		
44	Sako bag, double zipper bag, thicken versatile strong, non-woven fabric, 45X50X18CM	15	PIECE		
45	Portable butane gas stove with case, Size: 34x26.3x8cm, with detachable liquid tray	3	SET		
46	Butane Gas Canister, 220 g/bottle	10	BOTTLE		
47	Classy Plastic Pots "extra-large", 10.5" X 10" color green. Material: High-quality, durable plastic Shape: Round Size / Dimensions: 10.5 inches (Diameter) x 10 inches (Height)	25	PIECE		
48	Gardening Pot, plastic rattan, square design, 9"D X 8.5" H, color green	25	PIECE		
49	Basket pot, Rattan Design, diameter - 9.5", Height - 12", color maroon	25	PIECE		
50	Double Vertical Wall Hanging Pots 12' X 4.5" X 4", color green	50	PIECE		
51	Single Vertical Wall Hanging Pots Height - 11cm, Length - 11.5 cm, Width - 11 cm, color green	50	PIECE		
52	Black Loam Soil "gardening", 10kg/sack	20	SACK		
53	2 Tier metal plant stand flowerpot holder shelves garden home indoor, black, 24cm/9.45in W, 50cm/19in H	10	PIECE		
54	Water container, refillable storage container made from food-grade plastic (either PET or polycarbonate) designed to hold purified water, typically with a capacity of 5 gallons, with cap featuring a hole.	20	CONTAINER		
55	Jute bag with handle, L (32"X21"X13 cm / 12.5"X8.2"X5 inches) (Handle height: 15-20cm /6-8 inches)	10	PIECE		
				TOTAL:	
OTHER REQUIREMENTS			COMPLIANCE		REMARKS
			Can Comply	Cannot Comply	
Delivery of Goods/Services is within 10 working days after receipt of Purchase Order. Delivery place at DSWD REGIONAL HAVEN FOR WOMEN AND GIRLS , #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

