

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.: 2026-01-022

End-user: PSD

Name of Project:

RFQ No.: 2026-02-109

Date: FEB 18 2026

ABC: ₱63,000.00

**Purchase and Delivery of Leis for the Kick-Off, Culminating, and Wellness Activities During the  
75th DSWD Founding Anniversary Weeklong Celebration**

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 FEB 24 2026 12:00NN.

CECILE A. BASAWIL  
- 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. 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 of RA 12009 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**, mobile number **0969-572-9176** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

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**REQUEST FOR QUOTATION (RFQ)**

| ITEM NO.   | DETAILED DESCRIPTION  | QTY               | UNIT          | UNIT PRICE     | TOTAL |
|--|---|-------------------|---------------|----------------|-------|
|  | <b>Purchase and Delivery of Leis for the Kick-Off, Culminating, and Wellness Activities During the 75th DSWD Founding Anniversary Weeklong Celebration</b>  |                   |               |                |       |
| 1  | <b>Lei</b><br>• Material: Cloth (woven) material with Cordilleran pattern<br>• Color: Crimson blue (primary color) and gold (secondary color)<br>• Width: 2 inches<br>• Length: 18 inches (from neck to before round material)<br>• Round material (DSWD Kalasag logo part): plastic/wood material; 4 inches (width) × 4 inches (length)<br>• Design: With 6-8 strands of beads below the round material<br>Actual logo part: printed in sticker-paper material; Matte finish; highest quality of printing available<br><br>Please see the sample design for reference. | 180               | piece         |                |       |
| <b>TOTAL</b>   |   |                   |               |                |       |
| <b>OTHER REQUIREMENTS</b>  |   | <b>COMPLIANCE</b> |               | <b>REMARKS</b> |       |
|  |   | Can Comply        | Cannot Comply |                |       |
| Sample or Prototype should be presented <b>within 3 calendar days</b> after receipt of Purchase Order.   |   | [ ]               | [ ]           |                |       |
| Delivery of Goods is within <b>5 calendar days</b> after the approval of sample or prototype presented.  |   | [ ]               | [ ]           |                |       |
| Delivery place at <b>DSWD FO CAR, #40 NORTH Drive, Baguio City</b> . 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:

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 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



**IEC DESIGN APPROVAL FORM**

**IEC Material Number:** 2026-SHW-IEC-034 **Date and time received:** \_\_\_\_\_

**Type of IEC Material:** Neck Lei (for 2025 PRAISE Awardees and Service Awardee – 75<sup>th</sup> DSWD Anniversary) ; *design from central office*

**Specification of IEC Materials:** Cloth (weaved) material – Cordilleran Pattern

- For PRAISE & Service Awardees: Crimson blue (primary color); Gold (secondary color)
- Width: 2 inch
- Length: 18 inch (from neck to before round material)
- Round material (DSWD *Kalasang* logo part): plastic/wood material; 4 inches wide, 4 inches' length; with 6-8 strands of beads below
- Actual logo part: printed in sticker-paper material; Matte finish; highest quality of printing available



*Sample design of material*

**Comments:** For comments and approval. Thank you.

Prepared by:

*[Signature]*  
**MICHAELA A. GAVIOLA**  
AA I, HRWS

Noted by:

*[Signature]*  
**BERNARDO T. CADAON, JR.**  
Head, HRWS

Recommending Approval:

*[Signature]*  
**NERIZZA FAYE G. VILLANUEVA-TRINIDAD**  
Regional Information Officer

Approved:

*[Signature]*  
**MARIA A. CATBAGAN-APLATEN, PhD**  
Director IV, Regional Director

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