

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.: 2022-03-191

RFQ No.: 2022-04-246

End-user: ADMIN

Date: APR 27 2022

Name of Project:

ABC: ₱139,030.00

PURCHASE AND DELIVER OF VARIOUS OFFICE SUPPLIES TO BE USED BY  
VARIOUS OFFICES(SVP)

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 MAY 02 2022 12:00NN.

ENRIQUE P. GASCON JR.  
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. 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:
  - o PhilGEPS Platinum Membership (If not available, Please submit the following items a and b)
    - 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 issued by BIR( a mere picture of the receipt 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 lower shall prevail.
10. Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation may 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 P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement .
13. 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.
14. 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.
15. Further information may be obtained from the Procurement Section with telephone number (074) 661-0430 local 25025 or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

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LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	BRAND OFFERED	UNIT PRICE	TOTAL
1	PURCHASE AND DELIVER OF VARIOUS OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES(SVP)					
	BLEACH, 3.875L, 1gallon	19	gallon			
	Chlorine, 12 sachet per pack (1tsp / sachet)	76	pack			
	Dishwashing Liquid, 250 ml	17	bottle			
	Dishwashing Soap, Liquid, 500ml	2	bottle			
	Dishwashing Soap, Liquid, 3.875L, 1gallon	11	gallon			
	Disinfectant Mat, anti slip rubber backing, 2-in-1 sanitizing wet and dry	40	piece			
	FOOT RUG, cotton, large	18	piece			
	HAND SOAP, antibacterial, 60g, bar	85	piece			
	Hand Sanitizer, 500 ml	612	bottle			
	Knapsack Sprayer, 20L	10	piece			
	INSECT KILLER, PESTICIDE, 600ml	12	can			
	SPIN MOP with Bucket, heavy duty	2	set			
	TOILET CLEANER, Liquid, 500ml min	22	bottle			
	Trash bag, by 10, black, L	92	pack			
	Trash bag, by 10, black, XL	154	pack			
	Trash bag, by 10, yellow, M	82	pack			
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b> please check ( ✓ ) whether can comply or not, no check mark will mean non-compliance				<b>REMARKS</b>
		Can Comply	Cannot Comply			
	Delivery period is within 10 calendar days upon receipt of Purchase Order. When the last day of delivery falls on a weekend/holiday, the deadline shall be on the next working day.					
	Delivery place is at DSWD-CAR #40 Northdrive Baguio City					
<b>TOTAL PRICE</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.

Signature of  
supplier/representative over  
printed name:

Name of Firm/Dealer/Contractor:

(This will be the name of the CHEQUE to be issued)

Name and Signature of Convasser

Address:  
Email Address:

Contact Number/s:

PhilGEPS Registration Number: