



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-02-0022 NP-EMERGENCY PURCHASE

Date: February 21, 2022

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Company TIN : \_\_\_\_\_  
PhilGEPS Reg. No. : \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your Company's Business Permit, Mayor's Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement. The Certificate of Platinum Membership maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: procurement.fomimaropa@dswd.gov.ph not later than 10:00 AM on March 3, 2022 ( THURSDAY).

Very truly yours,

HARVEY B. CALABIO  
Administrative Officer V  
Procurement Section Head

Terms and Conditions:

- Award shall be made on per:  item basis  total quoted price  lot basis
- Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
- Services shall be delivered on: 30 Calendar Days upon receipt of Purchase Order
- Place of Delivery: Puerto Princesa City, Palawan
- Terms of Payment: within 15-30 days upon final inspection and acceptance  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09984746898

Signature Over Printed Name  
( Supplier)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Field Office MiMaRoPa Region  
 1680 F.T. Benitez corner Malvar Sts., Malate, Manila

RFQ No. **2022-02-0022**  
 Date: \_\_\_\_\_ (should be filled up by suppliers)  
**MOP: NP- EMERGENCY PURCHASE**

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	1,300	KITS	<b>SUPPLY AND DELIVERY OF HYGIENE KIT FOR THE VICTIMS OF TYPHOON ODETTE IN PALAWAN</b> <b>Composition:</b> Adult Toothbrush, 3 pcs Kids Toothbrush, 2 pcs Toothpaste, 2 tubes Shampoo, 1 bottle Bath Bar Soap, 4 pcs Laundry Bar Soap, 2000 grams Sanitary Napkin, 4 packs Comb, 1 pc Disposable Shaving Razor, 1 pc Nail Cutter, 1 pc Bathroom Dipper, 1 pc Square Plastic Bucket (20 L) with deep cover and plastic handle (packaging with DSWD print)  *** Please see attached Technical Specifications****  Date of Delivery : 30 CD after receipt of approved PO Place of Delivery : SWADT Palawan, Provincial Warehouse, KM North 5 National Highway, Brgy. San Jose, Puerto Princesa City, Palawan Contact Person: Franklin Joseph Abergoso Contact Number : 09304215186		
			APPROVED BUDGET FOR THE CONTRACT: Php 2, 600,000.00 Two Million Six Hundred Thousand Pesos Only		
			PAGE 1 OF 1		
			"Failure to indicate information could be basis for non-compliance." Please Indicate the brand being offered		

**PURPOSE:** Purchase of Hygiene Kit for the victims of Typhoon Odette in Palawan  
**PR No.:** 2022-02-0022

VAT  
 Non-VAT  
 \_\_\_\_\_  
 (Signature over printed name)  
 Supplier

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. **FAILURE** to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.

## *Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Hygiene Kit	<b>1,300 kits</b>	1,300 kits	30 Calendar Days after issuance of Notice to Proceed
	3 PCS Adult Toothbrush			
	2 PCS Kids Toothbrush			
	2 TUBES Toothpaste			
	1 BOTTLE Shampoo			
	4 PCS Bath Bar Soap			
	2000 GRAMS Laundry Bar Soap			
	4 PACKS Sanitary Napkin			
	1 PC Comb			
	1 PC Disposable Shaving Razor			
	1 PC Nail cutter			
	1 PC Bathroom Dipper			
	1 PC Square Plastic Bucket (20 L) with deep cover and plastic handle (packaging with DSWD Print)			

I hereby certify to comply and deliver all the above requirements.


\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date

## Section VII. Technical Specifications

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]*

Item	Specification	Bidder’s Statement of Compliance																																				
1.	<p>Supply and Delivery of Hygiene Kit composed of the following items:</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;">3</td><td style="width: 20%;">PCS</td><td>Adult Toothbrush</td></tr> <tr><td>2</td><td>PCS</td><td>Kids Toothbrush</td></tr> <tr><td>2</td><td>TUBES</td><td>Toothpaste</td></tr> <tr><td>1</td><td>BOTTLE</td><td>Shampoo</td></tr> <tr><td>4</td><td>PCS</td><td>Bath Bar Soap</td></tr> <tr><td>2000</td><td>GRAMS</td><td>Laundry Bar Soap</td></tr> <tr><td>4</td><td>PACKS</td><td>Sanitary Napkin</td></tr> <tr><td>1</td><td>PC</td><td>Comb</td></tr> <tr><td>1</td><td>PC</td><td>Disposable Shaving Razor</td></tr> <tr><td>1</td><td>PC</td><td>Nail cutter</td></tr> <tr><td>1</td><td>PC</td><td>Bathroom Dipper</td></tr> <tr><td>1</td><td>PC</td><td>Square Plastic Bucket with deep cover and plastic handle (packaging with DSWD Print)</td></tr> </table>	3	PCS	Adult Toothbrush	2	PCS	Kids Toothbrush	2	TUBES	Toothpaste	1	BOTTLE	Shampoo	4	PCS	Bath Bar Soap	2000	GRAMS	Laundry Bar Soap	4	PACKS	Sanitary Napkin	1	PC	Comb	1	PC	Disposable Shaving Razor	1	PC	Nail cutter	1	PC	Bathroom Dipper	1	PC	Square Plastic Bucket with deep cover and plastic handle (packaging with DSWD Print)	
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2.	<p>Toothbrush</p>  <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 25%;"><b>Type</b></td> <td>Toothbrush, Conventional Type</td> </tr> <tr> <td><b>Quantity</b></td> <td>Five (5) pieces (3 pcs for Adult; 2 pcs for Children)</td> </tr> <tr> <td><b>Size</b></td> <td>Standard for adult and children</td> </tr> </table>	<b>Type</b>	Toothbrush, Conventional Type	<b>Quantity</b>	Five (5) pieces (3 pcs for Adult; 2 pcs for Children)	<b>Size</b>	Standard for adult and children																															
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3.

**Toothpaste**



<b>Type</b>	Toothpaste
<b>Quantity</b>	Two ( 2) pieces equivalent
<b>Volume</b>	At least 145 grams
<b>Expiration</b>	Not less than two (2) years from the date of delivery
<b>Other Description</b>	Made in the Philippines FDA approved brand for consumer use

4.

**Shampoo**



<b>Type</b>	Shampoo in Bottle
<b>Quantity</b>	One (1) Bottle or equivalent
<b>Volume</b>	At least 150 ml
<b>Expiration</b>	Not less than two (2) years from the date of delivery
<b>Other Description</b>	Made in the Philippines FDA approved brand for consumer use

5.

**Bath Soap**



<b>Type</b>	Bath Soap, Bar
<b>Quantity</b>	Four ( 4) pieces equivalent
<b>Volume</b>	At least 135 grams
<b>Expiration</b>	Not less than one (1) year from the date of delivery
<b>Other Description</b>	Made in the Philippines Anti-bacterial FDA approved brand for consumer use

6. **Laundry Soap**



<b>Type</b>	Laundry Soap, Bar
<b>Weight</b>	At least 2000 grams or equivalent
<b>Expiration</b>	Not less than one (1) year from the date of delivery
<b>Other Description</b>	Made in the Philippines FDA approved brand for consumer use

7. **Sanitary Napkin**



<b>Type</b>	Sanitary Napkin, Light Flow
<b>Quantity</b>	Four (4) packs
<b>Packaging</b>	Eight (8) pieces /pack
<b>Expiration</b>	Not less than one (1) year from the date of delivery
<b>Other Description</b>	Non-wing For daytime use Individually wrapped

8.

**Comb**





<b>Type</b>	Comb, Plastic
<b>Size</b>	Minimum of 6.5" in length
<b>Quantity</b>	One (1) piece
<b>Color</b>	Any color
<b>Other Description</b>	Any design Regular-wide tooth comb

9.

**Disposable Shaving Razor**



<b>Type</b>	Disposable Shaving Razor
<b>Quantity</b>	One (1) piece

	<b>Materials</b>	Plastic	
	<b>Size</b>	Minimum of 4.0" in length	
10	<b>Nail Cutter</b>		
			
	<b>Type</b>	Nail Cutter	
	<b>Size</b>	Minimum of 3" in length	
	<b>Quantity</b>	One (1) piece	
	<b>Other Description</b>	For adult use Any design	
11	<b>Bathroom Dipper</b>		
			
	<b>Type</b>	Bathroom Dipper	
	<b>Dimension</b>	Top Diameter: Approx: 10 cm in handle Length : Approx 11.5 cm ( +/- 5 %)	
	<b>Quantity</b>	One (1) piece	
	<b>Material</b>	Plastic	
	<b>Other Description</b>	Any design and color	
12	<b>Square Plastic Bucket with deepcover and plastic handle (Packaging)</b>		



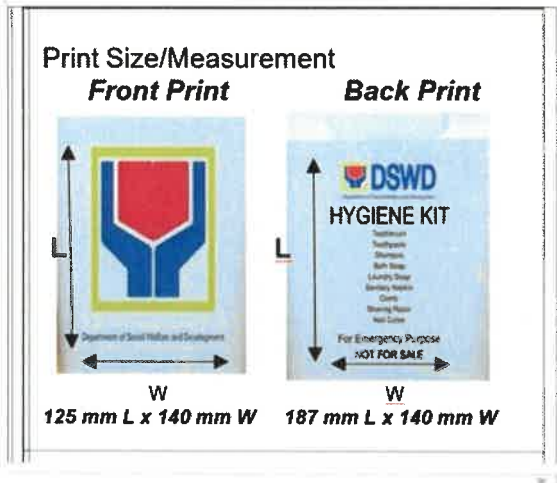


**Front Side**

**Back Side**

<b>Type</b>	Square Plastic Bucket with deep cover and plastic handle
<b>Quantity</b>	One (1) piece
<b>Volume</b>	20L
<b>Dimension</b>	<p><b>Square Plastic Bucket Body</b> (+/-5% variance)  <b>Outer Bottom</b> : 240 mm  <b>Outer Top</b>: 270 mm  <b>Height with Cover</b> : 457 mm  <b>Height without Cover</b>: 372 mm</p> <p><b>Plastic Bucket Cover (Basin)</b> (+/-5%variance)</p> <p><b>Inner Top</b>: 240 mm  <b>Outer Bottom</b>: 275 mm  <b>Height</b> : 85 mm</p> <p><b>Thickness</b> (+/-5% variance)  1.6mm</p> <p><i>*(See details below)</i></p>
<b>Weight</b>	1060 g
<b>Materials</b>	Polypropylene (PP) Plastic
<b>Color</b>	Bucket Body : White Bucket Cover: Red

	Bucket Handle: Blue
<b>Print</b>	<ul style="list-style-type: none"> <li>• With DSWD Logo print on the front side.</li> <li>• With print DSWD Logo, <b>Hygiene Kit</b>, For Emergency Purposes, Not For Sale, and list of the items, as shown</li> <li>• Printed using Heat transfer printing</li> <li>• Supplier to submit prototype of Hygiene Kit (1 unit complete component)</li> </ul>



### A. Square Plastic Bucket Body

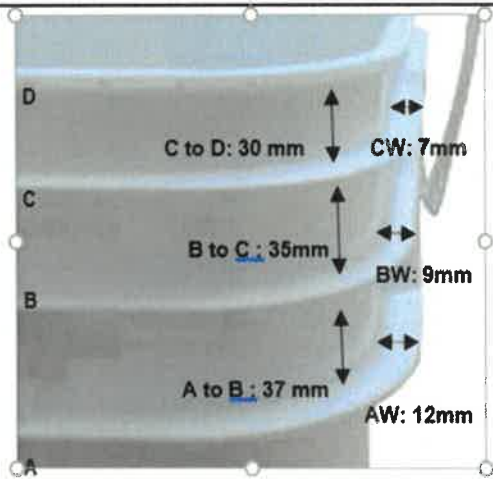
a.1. Height (H) without Cover and Outer Bottom (BO) Measurements



a.2. Top Outer (TO) and Top Inner (TI) Measurements

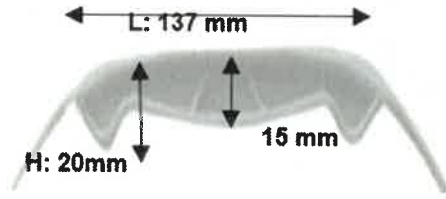


a.3. Measurement between A to B, B to C and C and D and the Width of A, B and C



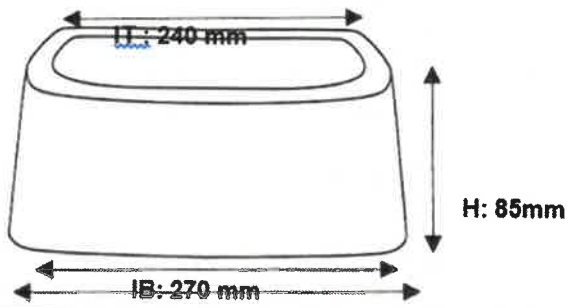
#### a.4. Handle Measurements





**Plastic Bucket Cover (Basin)**

a.1. Height, Inner Top (IT), Inner Bottom (IB), and Outer Bottom (OM) Measurements



**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative