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# Bid Notice Abstract

## Request for Quotation (RFQ)

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| **Reference Number** | 12556409 |
| **Procuring Entity** | DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION XII |
| **Title** | NP2FB-DSWD12-2025-CIS-004 NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – ICT EQUIPMENT FOR THE IMPLEMENTATION OF AYUDA PARA SA KAPOS ANG KITA (AKAP) LOT 4 |
| **Area of Delivery** | South Cotabato |

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| **Solicitation Number:** | NP2FB-DSWD12-2025-CIS-004 | **Status** | **Pending** |
| **Trade Agreement:** | Implementing Rules and Regulations | | |
| **Procurement Mode:** | Negotiated Procurement - Two Failed Biddings (Sec. 53.1) | **Associated Components** | 1 |
| **Classification:** | Goods | | |
| **Category:** | Office Equipment | **Bid Supplements** | 0 |
| **Approved Budget for the Contract:** | PHP 182,000.00 | | |
| **Delivery Period:** | 20 Day/s | **Document Request List** | 0 |
| **Client Agency:** | | | |
| **Contact Person:** | Loreto Jr. Vargas Cabaya<br>Regional Director<br>Regional Center, Brgy. Carpenter Hill<br>Koronadal City<br>South Cotabato<br>Philippines 9506<br>63-228-3180 Ext.81<br>63-228-3180<br>procurement.fo12@dswd.gov.ph | **Date Published** | 06/11/2025 |
| | | **Last Updated / Time** | 05/11/2025 13:12 PM |
| | | **Closing Date / Time** | 19/11/2025 10:30 AM |

**Description**

INVITATION FOR
NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE IMPLEMENTATION OF AYUDA PARA SA KAPOS ANG KITA (AKAP) LOT 4
Reference Number: NP2FB-DSWD12-2025-CIS-004

1. The Department of Social Welfare and Development Field Office XII (DSWD FO XII), through its Bids and Awards Committee (BAC) intend to procure NP2FB-DSWD12-2025-CIS-004 NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – SUPPLY AND DELIVERY OF ICT EQUIPMENT FOR THE IMPLEMENTATION OF AYUDA PARA SA KAPOS ANG KITA (AKAP) LOT 4 with an Approved Budget for the Contract amounting to One Hundred Eighty-two Thousand Pesos Only (₱182,000.00) inclusive of all applicable taxes.

2. The DSWD FO XII BAC now invites technically, legally, and financially capable suppliers for the said project.

3. The Procurement procedure for this requirement is Negotiated Procurement for two-failed Bidding pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline by the BAC and which would meet the minimum technical specifications required.

4. Interested Bidders may obtain further information from the DSWD BAC Secretariat at the address and contact number given below from 06 November 2025 to 18 November 2025, 8:00 AM to 5:00 PM.

5. The DSWD FO 12 will hold a Negotiation Meeting on 12 November 2025, 11:30 AM at DSWD REGIONAL OFFICE XII, BRGY. CARPENTER HILL, KORONADAL CITY, which shall be open to prospective bidders.

6. The schedule of the bidding activity/ies are as follows:

ACTIVITIES SCHEDULE
Posting of Request for Quotation 05 November 2025 to 19 November 2025
Negotiation Meeting 12 November 2025, 11:30 AM at DSWD
REGIONAL OFFICE XII, BRGY.
CARPENTER HILL, KORONADAL CITY
Deadline of Submission of Quotations and Legal / Technical Documents (in Sealed Envelope) 19 November 2025, 9:00 AM
Opening of Quotations 19 November 2025, 11:30 AM
Tentative Schedule for Post-qualification November 20-26, 2025

7. One (1) copy of the proposal must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated above on or before 9:00 AM of 19 November 2025. Late submission shall not be accepted.

8. Bid opening and evaluation shall be on 19 November 2025, 11:30 a.m. at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

9. Interested bidders shall submit the following documents in sealed envelopes, labelled as "Negotiated Procurement for Two-Failed Biddings", with the title of the procurement project, name of the bidder, address, and the contact details of the bidder, addressed to the BAC.

A. Eligibility and Technical Documents
a) Valid PhilGEPS Registration Certificate (Platinum Membership), including the Annex/es;

b) Statement of Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid. For this purpose, the definition of similar contracts shall refer to Internet Service Providers which shall be completed within the last 2 years prior to the date of submission of the best and final offer.

c) Bid Security in any of the following form as prescribed under the 2016 revised IRR of RA 9184:

i. In case of cash, Manager's Check, Bank Guarantee (not less than ₱3,640.00 or the amount equivalent to two percent (2%) of ABC )

ii. In case if Surety Bond, submit also a certification issued by the Insurance Commission or Original Copy Notarized Bid Securing Declaration (not less than ₱9,100.00 or the amount equivalent to five percent (5%) of ABC)

iii. Bid Securing Declaration.

d) Conformity with the Schedule of Requirements (Annex "A");

e) Conformity with the Technical Specifications (Annex "B");

f) Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship; whichever is applicable. In case of Joint Venture, Special Power of Attorney shall be submitted by all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
g) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

B. Financial Documents

h) Bid Form

i) Price Schedule

10. The Special Conditions of the Contract (Annex "C") shall form part of the contract. Other conditions of the contract shall be governed by the implementation of the rules and regulations of RA 9184 and other related and applicable laws.

11. The Department of Social Welfare and Development Field Office XII reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

DSWD 12 – BAC Secretariat Head
Administrative Division – Procurement Section
DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koronadal City, 9506
procurement.fo12@dswd.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents:
https://fo12.dswd.gov.ph/bid-bulletin/
https://www.philgeps.gov.ph

Issued this 5th day of November 2025.

NAIRA S. ARATUC
BAC Vice-Chairperson

ANNEX A

Schedule of Requirements

NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – ICT EQUIPMENT FOR THE IMPLEMENTATION OF AYUDA PARA SA KAPOS ANG KITA (AKAP) LOT 4 with Project Identification No. NP2FB-DSWD12-2025-CIS-004
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 PAPER SHREDDER
Cutting Type: Cross-cut (5 × 42 mm confetti) — Security level P-3, ideal for general confidential documents
Sheet Capacity: Up to 9 sheets (70 gsm) or 8 sheets (80 gsm) per pass
Bin Capacity: 15 L pull-out bin (holds ~100 shredded sheets)
Shredding Speed: ~1.8 m/min
Noise Level: ~70 dB (comparable to a standard hair dryer)
Power Consumption: ~160 W 10 UNITS 10 UNITS Delivery of the Goods/Services is required to be delivered One time and within twenty (20) calendar days upon the receipt of notice to proceed
2 HEAVY DUTY EXTENSION WIRE
Wire Gauge: 12AWG
Length: 10 Meters
With Overload/Short Circuit protection 5 PIECES 5 PIECES

3 MONEY COUNTER
Counting Speed: Approximately 1,000–1,200 bills per minute
Counterfeit Detection: Ultraviolet and Magnetic
Includes automatic counting, batching, and add-total functions
Display: Equipped with an external LED/LCD display for easy viewing
Feeding: Supports auto-start or manual operation 5 PIECES 5 PIECES
Brochures of all offered items must be attached to the technical component envelope to demonstrate full compliance with the required technical specifications
Place of Delivery: ONE TIME DELIVERY TO DSWD 12, Purok Bumanaag, Brgy. Zone II, Koronadal City
Conforme:
Name of Company: _____
Signature of Bidder or Authorized Representative: _____
Name and Designation: _____
Date: _____
ANNEX B
Technical Specifications
NEGOTIATED PROCUREMENT TWO-FAILED BIDDING – ICT EQUIPMENT FOR THE IMPLEMENTATION OF AYUDA PARA SA KAPOS ANG KITA (AKAP) LOT 4 with Project Identification No. NP2FB-DSWD12-2025-CIS-004
Item Specification Statement of Compliance
[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.]
1 PAPER SHREDDER
Cutting Type: Cross-cut (5 x 42 mm confetti) — Security level P-3, ideal for general confidential documents
Sheet Capacity: Up to 9 sheets (70 gsm) or 8 sheets (80 gsm) per pass
Bin Capacity: 15 L pull-out bin (holds ~100 shredded sheets)
Shredding Speed: ~1.8 m/min
Noise Level: ~70 dB (comparable to a standard hair dryer)
Power Consumption: ~160 W
2 HEAVY DUTY EXTENSION WIRE
Wire Gauge: 12AWG
Length: 10 Meters
With Overload/Short Circuit protection
3 MONEY COUNTER
Counting Speed: Approximately 1,000–1,200 bills per minute
Counterfeit Detection: Ultraviolet and Magnetic
Includes automatic counting, batching, and add-total functions
Display: Equipped with an external LED/LCD display for easy viewing
Feeding: Supports auto-start or manual operation
Brochures of all offered items must be attached to the technical component envelope to demonstrate full compliance with the required technical specifications
Place of Delivery: ONE TIME DELIVERY TO DSWD 12, Purok Bumanaag, Brgy. Zone II, Koronadal City

Conforme:
Name of Company: _____
Signature of Bidder or Authorized Representative: _____
Name and Designation: _____
Date: _____
ANNEX C

Special Conditions of Contract

GCC Clause
Delivery and Documents –

For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:

As Per Schedule set by the End-user
Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).
Incidental Services –

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts – Not applicable

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

Transportation –

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.
Intellectual Property Rights –

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2 The terms of payment shall be as follows: Please refer to the Schedule of requirements and technical specifications

Partial payment must correspond to the value of goods delivered and accepted after the appropriate inspection and acceptance procedures.

Proof of Deliveries (Delivery Receipts/Acknowledgment Receipts) must be signed by authorized person to support claims for payment.

4 The inspections and tests that will be conducted by the Inspection (DSWD Inspection Committee), and Final Acceptance by the DSWD Acceptance Committee, and End-User.

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| **Created by** | Loreto Jr. Vargas Cabaya |
| **Date Created** | 05/11/2025 |

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