

abby

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **20-1129 NP-SV**  
Date: **November 19, 2020**

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

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

**As a condition for award**, you will be required to submit your **Mayor's/Business Permit**, within **24 hours from receipt of notice**. The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a **duly notarized Omnibus Sworn Statement**, in accordance with the attached format (**Annex B**), **together with the signed copy of the Purchase Order (PO)**.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers 8951-7116 or email to [quotations@dswd.gov.ph](mailto:quotations@dswd.gov.ph) not later than **1:00 PM of November 27, 2020( Friday )**. Quotations submitted to **different fax number(s) or email address(es) as stated above shall not be considered for evaluation.**

Very truly yours,

  
**WILLIAM V. GARCIA, JR.**

Officer-In-Charge, Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per:  Item Basis  **Total Quoted Price**  Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within Ten (10) working days from receipt of Purchase Order (PO).
- Place of Delivery: DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.
- Terms of Payment: within 15-30 days upon completion of supporting documents.  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the 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: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 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) and register for free."**

  
**SEPORAH JANE C. CABILAO**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

RFQ No. **20-1129 NP-SV**  
 Date: **November 19, 2020**

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."

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

Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	set	<b>ASEAN Country Flags</b> Composed of 10 ASEAN Member States and 1 ASEAN flags 3 x 6 feet satin single x 11 flags	15,000.00			
2	1	set	<b>8 feet chrome pole with gold tip and solid gold alloy base</b> Php 3,500.00 x 11 flags	38,500.00			
3	1	set	<b>Table Flags</b> size: 5 x 8 inches, satin embroidered logos with metal alloy stand Php 1,000.00 x 11 table flags	11,000.00			
4	1	piece	<b>Country Flag, China Flag</b> 3 x 6 feet satin single	950.00			
5	1	piece	<b>Country Flag, Japan Flag</b> 3 x 6 feet satin single	850.00			
6	1	piece	<b>Country Flag, South Korea Flag</b> 3 x 6 feet satin single	1,500.00			
7	1	set	<b>ASEAN Plus three (3) Country Flags (China, Japan, South Korea), Table Flag</b> size: 5 x 8 inches, satin embroidered logos with metal alloy stand Php 1,000.00 x 3 table flags	3,000.00			
<b>Approved Budget for the Contract (ABC): Php 70,800.00</b> xxxxx-Nothing Follows-xxxxx							

PURPOSE : **Supply and Delivery of ASEAN Flags and Table Flags**

PR No. **01-20001-PR-2020-10-00055**

**IMPORTANT** : The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. **FAILURE** to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

**SEPORAH JANE C. CABILAO**

Procurement Officer

Trunkline: 89318101 to 07 loc. 122 & 124  
 Fax No. 8951-7116

Page 1 of 1 page

(Signature over printed name)  
 Supplier

DRN: \_\_\_\_\_


**MEMORANDUM**

**FOR** : **WILLIAM V. GARCIA JR.**  
Procurement Management Service

**ATTENTION** : **SEPORAH JANE C. CABILAO**  
Procurement Officer-in-Charge

**FROM** : **THE OFFICER-IN-CHARGE**  
Bids and Awards Committee Secretariat

**SUBJECT** : **REQUEST FOR QUOTATION NO. 20-1074 NP-SV**

**DATE** : <sup>November</sup> **10 SEPTEMBER 2020** 

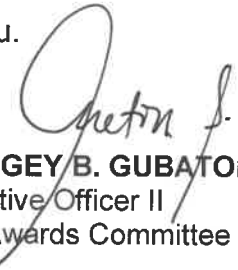
20-1129 NP-SV  
1:00 PM

This refers to the request for the procurement of “**Procurement of ASEAN Flag**” under Request for Quotation (RFQ) No. **20-1074 NP-SV**.

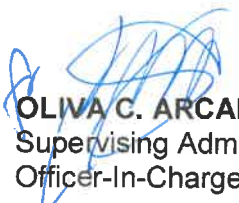
Please be informed that no suppliers/service providers submitted price quotation within the deadline of submission and receipt of quotations, which was set not later than **01:00 p.m.** of **November 13, 2020**.

Therefore, we are returning the RFQ together with its supporting documents for review and for the conduct of another round of procurement.

Thank you.

  
**ABEGAIL GEY B. GUBATON**  
Administrative Officer II  
Bids and Awards Committee Secretariat

Noted by:

  
**OLIVA C. ARCAINA**  
Supervising Administrative Officer  
Officer-In-Charge, Bids and Awards Committee Secretariat

DRN: \_\_\_\_\_

**MEMORANDUM**

**FOR** : **UNDERSECRETARY RENE GLEN O. PAJE**  
Chairperson, Bids and Awards Committee (BAC)

**THRU** : **BIDS AND AWARDS COMMITTEE (BAC) SECRETARIAT**

**FROM** : **THE OFFICER-IN-CHARGE**  
Procurement Planning and Management Division (PPMD)

**SUBJECT** : **Request for Deliberation/Evaluation of RFQ No. 20-1074 NP-SV**

**DATE** : **13 November 2020**

The Procurement Planning and Management Division (PPMD) received the approved **Purchase Request (PR) No. 2020-10-00055** by the **Policy Development and Planning Bureau (PDPB)**, a request **Procurement of ASEAN Flag** with an Approved Budget for the Contract (ABC) amounting to **PhP 70,800.00**.

We wish to inform the Committee that we have invited the following service providers to submit quotation for the above-subject procurement. Please see attached proof of emailed **Request for Quotation (RFQ) No. 20-1074 NP-SV**.

- |                                    |                                  |
|------------------------------------|----------------------------------|
| 1. Atlas Super Flags               | 21. Key Printing                 |
| 2. New International Flag House    | 22. Innovation Printshoppe Inc.  |
| 3. Flags of All Nations, Inc.      | 23. Greatline Prints and Layouts |
| 4. Artworkotoh Enterprises         | 24. Ideas Associated Solutions   |
| 5. Aries Print                     | 25. benbis Printing Press        |
| 6. Nil Graffiti Prints & Novelness | 26. Alfox Printing               |
| 7. Japi Printzone                  | 27. Amar Graphics                |
| 8. Progressive Printing            | 28. Best Shots Printing          |
| 9. Zurbano Publishing              | 29. Vj Graphics Arts Inc         |
| 10. Mci Enterprise                 | 30. BCI Manufacturing            |
| 11. Cover And Pages Corporation    | 31. AMRT Enterprise              |
| 2. Anglowealth                     | 32. Work Habits trading          |
| 13. Pixografx                      | 33. LJB Printing Services        |
| 14. Flying House                   | 34. Z Trends Giveaways           |
| 15. Global Frameworkz              | 35. Prints and Promotions        |
| 16. Clay jars Print Shop           | 36. Color Plus                   |
| 17. Anthony and Czes Enterprise    | 37. Promowoex Trading            |



- |  |                              |
|--|------------------------------|
| 18. Progressive Printing                   | 38. Atlas Super Flag         |
| 19. Kayumanggi Press                       | 39. International Flag House |
| 20. Beyond Possibilities Prints & Graphics | 40. Global Flag Company      |
|  | 41. Gee-line Trading         |

For BAC's information and reference.

Prepared by:

  
**SEPORAH JANE C. CABILAO**  
Administrative Assistant III

Noted by:

  
**WILLIAM V. GARCIA JR.**  
Supervising Administrative Officer  
PPMD



Seporah Jane C. Cabilao &lt;sjccabilao@dswd.gov.ph&gt;

**Request for Quotation no. 20-1074 NP-SV**

1 message

Seporah Jane C. Cabilao &lt;sjccabilao@dswd.gov.ph&gt;

Fri, Nov 6, 2020 at 4:35 PM

Bcc: Gregory Tan Gatue <atlas\_sf@yahoo.com>, inquiry@atlasflags.com, Angelita Lopez <anglowealth\_75@yahoo.com>, anglowealthenterprises@gmail.com, Erlinda Tumaliuan <lynnnetumaliuan@yahoo.com.ph>, onlineclothing\_8686@yahoo.com, online@acmiphil.com, janet.orilla0106@gmail.com, des.heidz@yahoo.com, dez.heidez@gmail.com, ikosaytrading@gmail.com, ktm\_loreana08@yahoo.com, CENTER POINT SALES & TRADING INC TRADING INC <nsmtrading3@yahoo.com>, hvhitrading@gmail.com, dulcedeguzman66@yahoo.com, printbee2018@gmail.com, irentradeindustrial@gmail.com, Antonio CASUCOG <a\_casucog@yahoo.com>, CENTER POINT SALES & TRADING INC TRADING INC <ulytechtrading@gmail.com>, joyce\_mance@jonetech.com.ph, mai\_bernardino@jonetech.com.ph, KAYE EBOJO <kaye.asdi@outlook.com>, CENTER POINT SALES & TRADING INC TRADING INC <rownagacuna26@gmail.com>, R4L Enterprise <r4lenterprises@gmail.com>, rgabragon@gmail.com, grace\_achieve@yahoo.com, asdi\_ley@yahoo.com, Jesmark Banoy <jesmark16@yahoo.com>, mitch.grlenterprises@gmail.com, CENTER POINT SALES & TRADING INC TRADING INC <aphetunlisastrading@gmail.com>, sandhel.trading@gmail.com, MCSA Marketing <mcsa\_marketing@yahoo.com>, internationalflaghouse@yahoo.com, Manuel Baracoidan <globalflagcom@yahoo.com>, carmelita\_tangatue@yahoo.com, Evangeline Pelagio <geelinetrading@gmail.com>, geelinetrading.GP9@gmail.com

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

**As a condition for award, you will be required to submit your Mayor's/Business Permit, within 24 hours from receipt of notice. The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. If awarded, you will be required to submit a duly notarized Omnibus Sworn Statement, in accordance with the attached format (Annex B), together with the signed copy of the Purchase Order (PO).**

Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or **fax it through numbers 8951-7116** or **email to quotations@dswd.gov.ph** not later than **1:00 PM of November 13, 2020 (Thursday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.

**SEPORAH JANE C. CABILAO***Procurement Officer*

Procurement Planning and Management Division  
Department of Social Welfare and Development (DSWD)  
Central Office (Ground Floor), IBP Road, Constitution Hills, Quezon City  
Telephone No 931-8101 to 07 local 122 or 124  
Mobile No. 09162216732  
Fax Nos. (02) 931-6139

 20-1074 NP-SV.pdf  
963K

## OPEN OPPORTUNITIES

\*Kindly use Google Chrome Browser

Input Bid ID:  Input Procuring Entity:  20-1074  --Select Business  mm/dd/yyyy

Bid ID	Procuring Entity	Title	Approved Budget of Contract	Procurement Mode	Business Category	Publish Date	Closing Date	Contact Person	Agency/Document Link
E3344	Department of Social Welfare and Development	RFQ No. 20-1074- NP-SWP - Supply and Delivery of ASEAN Flags and Table Flags	Php 70,800.00	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Office Supplies and Devices	2020-11-07 00:00:00	2020-11-13 12:00:00	Abegail Gey B. Gubaton	<a href="https://www.dswd.gov.ph/01/">https://www.dswd.gov.ph/01/</a>

- Request for Quotation (RFQ) Negotiated Procurement: Small Value Procurement (NP:SVP)
  - Supplemental/Bid Bulletin No. 1 for the Procurement of Courier/Forwarding Service Provider (RFQ No. 17 0982 NP-SV) (75.0 KIB)
  - Supplemental/Bid Bulletin No. 1 for RFQ No. 20-0927 NP-SVP: Rental of four (4) units of motor vehicles (VAN) (57.1 KIB)
  - Supplemental Bid Bulletin No 1 Supply And Delivery Of Digital Multifunction System (Colored) (41.1 KIB)
  - RFQ No. 20-1074- NP-SVP - Supply and Delivery of ASEAN Flags and Table Flags (747.1 KIB)



*abby*

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION

RFQ No. **20-1074 NP-SV**  
Date: **November 5, 2020**

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

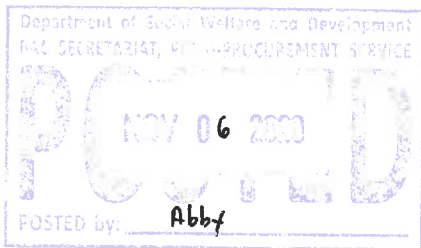
Sir/Madam:

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

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Please accomplish and submit this form together with Annex A and all the required documents to DSWD -BAC Secretariat at Ground floor, DSWD-CO Building, IBP Road, Constitution Hills, Quezon City or fax it through numbers 8951-7116 or email to quotations@dswd.gov.ph not later than **1:00 PM of November 13, 2020 (Thursday)**. Quotations submitted to different fax number(s) or email address(es) as stated above shall not be considered for evaluation.



Very truly yours  
*William V. Garcia, Jr.*  
**WILLIAM V. GARCIA, JR.**  
Officer-In-Charge, Procurement Planning & Management Division

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be **Sixty (60) calendar days from the deadline of submission of quotations.**
- Good/s shall be delivered within **Ten (10) working days from receipt of Purchase Order (PO).**
- Place of Delivery: **DSWD-Central Office, PSAMD Warehouse, IBP Road, Constitution Hills Q.C.**
- Terms of Payment: **within 15-30 days upon completion of supporting documents.**  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
BankName : \_\_\_\_\_ 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. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the 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: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- 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 and register for free."**

*Seporah Jane C. Cabilao*  
**SEPORAH JANE C. CABILAO**  
Procurement Officer

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Annex A

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."

RFQ No. **20-1074 NP-SV**  
 Date : **November 5, 2020**

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

Item No.	Qty.	Unit	Purchaser's Specifications	ABC per Item	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
1	1	set	ASEAN Country Flags Composed of 10 ASEAN Member States and 1 ASEAN flags 3 x 6 feet satin single x 11 flags	15,000.00			
2	1	set	8 feet chrome pole with gold tip and solid gold alloy base Php 3,500.00 x 11 flags	38,500.00			
3	1	set	Table Flags size: 5 x 8 inches, satin embroidered logos with metal alloy stand Php 1,000.00 x 11 table flags	11,000.00			
4	1	piece	Country Flag, China Flag 3 x 6 feet satin single	950.00			
5	1	piece	Country Flag, Japan Flag 3 x 6 feet satin single	850.00			
6	1	piece	Country Flag, South Korea Flag 3 x 6 feet satin single	1,500.00			
7	1	set	ASEAN Plus three (3) Country Flags (China, Japan, South Korea), Table Flag size: 5 x 8 inches, satin embroidered logos with metal alloy stand Php 1,000.00 x 3 table flags	3,000.00			
Approved Budget for the Contract (ABC): Pnp 70,800.00 xxxx-Nothing Follows-xxxx							

PURPOSE : **Supply and Delivery of ASEAN Flags and Table Flags**

PR No. **01-20001-PR-2020-10-000055**

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD-Central Office, Procurement Management Service. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

*Seporah Jane C. Cabillao*  
 SEPORAH JANE C. CABILAO

Page 1 of 1 page

Procurement Officer

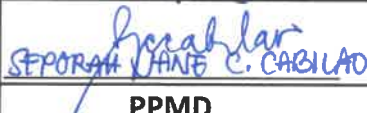
(Signature over printed name)

Trunkline: 89318101 to 07 loc. 122 & 124

Supplier

Fax No. 8951-7116

<b>CHECK LIST OF DOCUMENTS FOR ALTERNATIVE MODE OF PROCUREMENT (AMP)</b>		
<b>PROJECT TITLE: Procurement of ASEAN Flags</b>		
<b>P.R. NO.: 01-20001-PR-2020-10-00055</b>		<b>AMOUNT: Php 70,800.00</b>
<b>OBSU: Policy Development and Planning Bureau (PDPB)</b>		
<b>Mode of Procurement: NP-SV</b>		
<b>Procurement Planning and Management Division</b>		
1	Project Proposal	N/A
2	Terms of Reference	N/A
3	Justification	N/A
4	Market Research	N/A
5	Rating Factors / Evaluation Criteria with Calibration	N/A
6	Technical Assistance (TA) Report	/
7	Pre-Repair Inspection Report	N/A
8	Non-Availability / Suitability (SWADCAP Certificate)	N/A
9	Purchase Request (P.R.)	/
10	Approved PPMP (Highlighted)	/
11	Request for Quotation / Request for Proposal	/
<b>BAC Secretariat</b>		
12	Philgeps and DSWD Website Posting (Invitation)	
13	Quotations / Bid Proposals	
14	Expression of Interest (Consultancy)	
15	Philgeps Registration Number	
16	BIR Certificate of Registration (Consultancy)	
17	Latest Mayor's Permit or Business Permit	
18	Latest Income Tax Return or Business Income Return	
19	Omnibus Sworn Statement	
20	Certificate of Sole Distributorship	
21	End User Evaluation of Quotations / Bid Proposal	
22	Abstract of Quotations / BAC Resolution	
23	Matrix of Price Quotations	
<b>Contract Monitoring Division</b>		
24	Signed Purchase Order (P.O.)	
25	Signed Obligation Request (ObR)	
26	Certification of Services Rendered	
27	Certificate of Completion of Delivery / Installation	
28	Certificate of No Distribution Yet	
29	Attendance Sheet	

30	Distribution List	
31	Delivery Receipt	
32	Inspection Report	
33	Billing Statement / Sales Invoice	
34	Property Transfer Receipt	
35	Property and Accountability Receipt (PAR)	
36	Inventory and Custodian Slip (ICS)	
37	Disbursement Voucher (DV)	
<b>REVIEWED BY:</b>		
		
<b>PPMD</b>	<b>BAC Secretariat</b>	<b>CMD</b>
<b>REMARKS:</b>		





Department of Social Welfare and Development  
Office of the Secretary, Central Office

**PURCHASE REQUEST**

*Scph*

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR: 01-20001-PR-2020-10-00055

Date: October 09, 2020

Month: October

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Country Flags (Composed of 10 ASEAN Member States and 1 ASEAN Flags), 3x6 feet Satin Single x 11 Flags	1.00	15,000.00	15,000.00
2	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Country Flags (Composed of 10 ASEAN Member States and 1 ASEAN Flags), 8 feet chrome pole with gold tip and solid gold alloy base @ Php 3,500.00 x 11 flags	1.00	38,500.00	38,500.00
3	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Country Flags (Composed of 10 ASEAN Member States and 1 ASEAN Flags), Table Flag, size at 5x8 inches satin embroidered logos with metal alloy stand @ Php1,000.00 x 11 table flags	1.00	11,000.00	11,000.00
4	Piece	511	DSWD - Policy Development And Planning Bureau	One Country Flag, China Flag: 3x6 feet Satin Single	1.00	950.00	950.00
5	Piece	511	DSWD - Policy Development And Planning Bureau	One Country Flag Japan Flag: 3x6 feet Satin Single	1.00	850.00	850.00
6	Piece	511	DSWD - Policy Development And Planning Bureau	One Country Flag South Korea Flag, 3x6 feet Satin Single	1.00	1,500.00	1,500.00
7	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Plus Three Country Flags (China, Japan, South Korea), Table Flag size at 5x8 inches satin embroidered logos with metal alloy stand @ Php1,000.00 x 3 table flags	1.00	3,000.00	3,000.00

*20-1074 NP-SV*  
*4:00 PM November 11, 2020*  
*(Wednesday)*

Certified as to Fund Source and in accordance with the approved Work and Financial Plan (WFP):  
Appropriation: Current  
Fund: 101  
Allotment Code: Sec (Proc) 03990-00 Other Supplies  
P/A/P: 2000010004000 - PPS  
*70,800.00*  
*11/10*  
Division Chief, FMS-Budget Division *9/10*

Amount In Words \*\*SEVENTY THOUSAND EIGHT HUNDRED PESOS AND 00/100\*\*

Description for purchase

Requested By:

Approved By:

Signature :

Printed Name :

**ASEG. JOSELINE P. NIWANE**  
Concurrent Head, PDPB

**JOSE ANTONIO R. HERNANDEZ**  
Undersecretary

Designation :

Certified that the above request is/are included in the Annual Procurement Plan (APP) & with complete supporting documents  
*William V. Garcia, Jr.*  
Division Chief PS PPMB 10.29.2020  
P 70,800.00 23 OCT 2020

DSWD-Central Office  
**PROCUREMENT SERVICE**  
Received by: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_



Republic of the Philippines

Department of Social Welfare and Development

Office of the Secretary, Central Office

**PURCHASE REQUEST**

Fund Cluster: 01 - Regular Agency Fund

Funding Source: 01101101 - Specific Budgets of National Government Agencies

PR 01-20001-PR-2020-10-00055

Date: October 09, 2020

Month October

No.	Unit	Responsibility Center		Item Description	Quantity	Unit Cost	Total Cost
		Code	Description				
1	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Country Flags (Composed of 10 ASEAN Member States and 1 ASEAN Flags), 3x6 feet Satin Single x 11 Flags	1.00	15,000.00	15,000.00
2	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Country Flags (Composed of 10 ASEAN Member States and 1 ASEAN Flags), 8 feet chrome pole with gold tip and solid gold alloy base @ Php 3,500.00 x 11 flags	1.00	38,500.00	38,500.00
3	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Country Flags (Composed of 10 ASEAN Member States and 1 ASEAN Flags), Table Flag size at 5x8 inches satin embroidered logos with metal alloy stand @ Php1,000.00 x 11 table flags	1.00	11,000.00	11,000.00
4	Piece	511	DSWD - Policy Development And Planning Bureau	One Country Flag, China Flag: 3x6 feet Satin Single	1.00	950.00	950.00
5	Piece	511	DSWD - Policy Development And Planning Bureau	One Country Flag Japan Flag: 3x6 feet Satin Single	1.00	850.00	850.00
6	Piece	511	DSWD - Policy Development And Planning Bureau	One Country Flag South Korea Flag, 3x6 feet Satin Single	1.00	1,500.00	1,500.00
7	Set	511	DSWD - Policy Development And Planning Bureau	1 Set ASEAN Plus Three Country Flags (China, Japan, South Korea), Table Flag size at 5x8 inches satin embroidered logos with metal alloy stand @ Php1,000.00 x 3 table flags	1.00	3,000.00	3,000.00



Amount In Words


\*\*SEVENTY THOUSAND EIGHT HUNDRED PESOS AND 00/100\*\*

Description for purchase

Requested By:

Approved By:

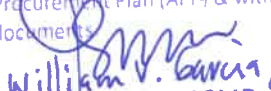
Signature :

  
 \_\_\_\_\_  
**ASEG. JOSELINE P. NIWANE**  
 Concurrent Head, PDPB  
 \_\_\_\_\_

Printed Name :

  
 \_\_\_\_\_  
**JOSE ANTONIO R. HERNANDEZ**  
 Undersecretary  
 \_\_\_\_\_

Designation :

Certified that the above request is/are included in the Annual Procurement Plan (APP) & with complete supporting documents.  
  
 William V. Garcia Jr.  
 Division Chief PS PPMD 16.29.2020  
 P 70,800.00  
 23 OCT 2020

DSWD-Central Office  
**PROCUREMENT SERVICE**  
 Received by: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_

16th SOMSWD Computation

ASEAN Flags	Description	Cost
1 Set ASEAN Country Flags (Composed of 10 ASEAN Member States and 1 ASEAN Flags)	3x6 feet Satin Single x 11 Flags	15,000.00
	8 feet chrome pole with gold tip and solid gold alloy base @ Php 3,500.00 x 11 flags	38,500.00
	Table Flag size at 5x8 inches satin embroidered logos with metal alloy stand @ Php1,000.00 x 11 table flags	11,000.00
	Sub Total	64,500.00
1 Set ASEAN Plus Three Country Flags (China, Japan, South Korea)	China Flag: 3x6 feet Satin Single	950.00
	Japan Flag: 3x6 feet Satin Single	850.00
	South Korea Flag: 3x6 feet Satin Single	1,500.00
	Table Flag size at 5x8 inches satin embroidered logos with metal alloy stand @ Php1,000.00 x 3 table flags	3,000.00
	Sub Total	6,300.00
<b>Grand Total:</b>		<b>70,800.00</b>




Supplemental Project Procurement Management Plan - NonCSE


As of October 7, 2020

Line Item No.	PAP Fund Code	Procurement Program/Project	Brief Description of Program/Activity/Project	Mode of Procurement	Schedule of Requirements	Source of Funds	Estimated Budget (PHP)		
							Total	MOOE	CO
5	PDPB 200000100004000	Supplies and Materials	PHILCOPY KYOCERA-MITA MAINTENANCE KIT MK-726, PARTS BYPASS ASSY SP, MOTOR LIFT	Section 53.9, Negotiated Procurement - Small Value Procurement	DEC	69,548.00	69,548.00		
5	PDPB 200000100004000	Supplies and Materials	ECOPY MX-3111U 1508040Y, DRUM DEVELOPER MAIN CHARGER, PRIMARY TRANSFER BELT ETC...	Section 53.9, Negotiated Procurement - Small Value Procurement	DEC	69,548.00	74,987.00		
5	PDPB 200000100004000	Supplies and Materials	Conference Learning and Development, Supplies and Materials (ASEAN FLAG)	Section 53.9, Negotiated Procurement - Small Value Procurement	DEC	11,000.00	195,000.00 70,800.00	Charged to 195,800	
							339,535.00		

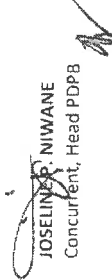
Prepared by:

  
**BENJIE T. VERSOZA**  
 Designated Procurement Officer, PDPB


Certified Funds Available/Certified  
 Appropriate Funds Available:

  
**MEBEB B. CASTILLO**  
 Financial Management Service, Budget Division

Approved By:

  
**JOSE LUIS NIWANE**  
 Concurrent, Head PDPB

CERTIFIED TRUE COPY

  
 10/13  
 BENJIE T. VERSOZA  
 Designated Procurement Officer, PDPB

DRN: OUSGASSG-A-COMM-20-10-131719-S**MEMORANDUM**

**TO :** ASSISTANT SECRETARY JOSELINE P. NIWANE  
Concurrent Head, Policy Development and Planning Bureau  
Policy and Plans Group

**FROM :** THE UNDERSECRETARY, GASSG

**SUBJECT :** REQUEST FOR APPROVAL OF PURCHASE REQUEST (PR)

**DATE :** 20 OCTOBER 2020

Please be informed that your request to process the following purchase requests (PRs) is approved:

<b>PURCHASE REQUEST</b>	<b>AMOUNT</b>
01-20001-PR-2020-10-00004	PhP 69,548.00
01-20001-PR-2020-10-00026	PhP 74,987.00
01-20001-PR-2020-10-00055	PhP 70,800.00

The Procurement Management Service shall facilitate the said request provided that the PRs submitted within the originally set deadline are prioritized over the PRs that were submitted late.

For guidance.



**USEC JOSE ERNESTO B. GAVIOLA**

CF: ASSISTANT SECRETARY RODOLFO M. SANTOS, CESO II  
Concurrent Head, Procurement Management Service

SACN/313



**POLICY DEVELOPMENT AND PLANNING BUREAU**

**MEMORANDUM**

**FOR** : **Undersecretary JOSE ERNESTO B. GAVIOLA**  
General Administrative and Support Services Group

**FROM** : **The Concurrent Head**

**SUBJECT** : **SUBMISSION OF PURCHASE REQUESTS FOR REMAINING/  
REPROGRAMMED ACTIVITIES IN FY 2020**

**Date** : 13 October 2020

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This refers to the attached Memorandum dated 22 September 2020 from Assistant Secretary Rodolfo M. Santos, Concurrent Head of the Procurement Management Service (PMS), advising us to seek approval of the Undersecretary for General Administrative and Support Services for the processing of purchase requests (PRs) of the Bureau, specifically for its remaining/reprogrammed activities in FY 2020.


May we recall that this Bureau requested the PMS for the extension of submission of PRs for FY 2020; hence, the aforesaid PMS advice. Specifically, the same request was submitted in view of the fact that its regular operations were affected by the COVID-19 pandemic. Specifically, all the staff of the Bureau have been involved in the DSWD operations related to the fight against COVID-19, as follows:

1. Manning of the DSWD Agency Operations Center;
2. Manning of the DSWD help desks at airport terminals for returning Overseas Filipinos;
3. Secretariat work for interagency and interoffice bodies on the social amelioration measures of the government;
4. Preparation of response to thousands of email inquiries from citizens on the DSWD Social Amelioration Program (SAP);
5. Preparation of the DSWD Response and Recovery Plan 2020-2022;
6. Consolidation of the Strategic Contribution Implementation Plans of national program management offices, bureaus, services and field offices;
7. Consolidation of names of beneficiaries of the DSWD SAP;
8. Monitoring and evaluation of the DSWD SAP;
9. Daily reporting on the DSWD SAP to oversight agencies; and,
10. Preparation for ASEAN-related activities.

Foregoing considered, we hope this justification merits the Undersecretary's kind consideration, specifically his approval of the processing of the endorsed PRs.

Thank you.

  
**JOSELINE P. NIWANE**  
Assistant Secretary *g* *AV*

  
Approved/Disapproved

**JOSE ERNESTO B. GAVIOLA**  
Undersecretary  
General Administrative and Support Services Group