



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

REQUEST FOR QUOTATION

RFQ No. 2021-05-0384 NP-SVP  
Date: MAY 10, 2021

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

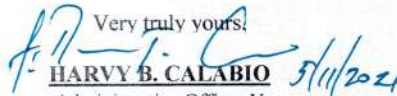
**Sir/Madam:**

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. 24051-52 or email to: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph)** not later than **5:00 PM on MAY 17, 2021**.

Very truly yours,  
  
**HARVY B. CALABIO** 5/11/2021  
Administrative Officer V  
Procurement Section

**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: 7 DAYS UPON RECEIPT OF APPROVED PO
- Place of Delivery: DSWD SWADT OFFICE-ORIENTAL MINDORO (Capitol Complex, Camilmil, Calapan City)
- 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"**

  
**LORETTA G. LICOP**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24051-52

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



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MOP: NP-SVP

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 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications	Unit Cost	Total Cost
1	195	box	<b>SURGICAL FACE MASK</b> Material: Nonwoven + Filter Cotton Type: Anti-Dust, Haze, Smoke, Germs Quantity: 50pcs/box Specifications: Soft Breathable, Soft Fibrous Material 3-Layer Disposable Mask With Stretchy Ear loops for Closely Fit, Easy to Wear and Off Pollen			
2	167	bottle	<b>VITAMINS</b> Main Ingredients: Calcium Ascorbat + Sodium Ascorbate, Vitamin C, Zinc, Antioxidants Dosage: 500mg Type: Tablet Quantity: 100pcs/box or bottle Specifications: Rich in Antioxidants Strenghtens the Immune System Fights Common Colds *****Nothing Follows*****  Delivery Place: DSWD SWADT OFFICE-ORIENTAL MINDORO Capitol Complex, Camilmil, Calapan City			
<b>Approved Budget for the Contract: Php 114,985.00</b>				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: PURCHASE OF PPEs FOR THE USE OF SWADT - ORIENTAL MINDORO  
 PR No.: 2021-05-0384

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax. 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.

LORETTA G. LICOP

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
 (Signature over printed name)  
 Supplier

VAT  
 Non-VAT