



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

**REQUEST FOR QUOTATION**

RFQ No.: 2021-06-0552 NP-SVP  
 Date: June 23, 2021

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

**Sir/Madam:**

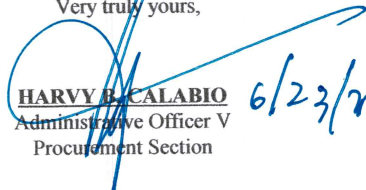
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or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

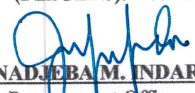
Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or **fax it through numbers: (02) 5336-8106 to 07 loc. 24052 or email to: nmindar@dswd.gov.ph** not later than **5:00 PM on June 28, 2021 (Monday)**.

Very truly yours,

  
**HARVY B. CALABIO** 6/23/21  
 Administrative Officer V  
 Procurement Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: Seven days after the receipt of approved P.O
4. Place of Delivery: DSWD FO IV-MiMaRoPa, 1680 F.T. Benitez cor., Malvar Sts. Malate, Manila
5. 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*
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty: \_\_\_\_\_
10. 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 to register"**

  
**NADJEB A. M. INDAR**  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052  
 Email: nmindar@dswd.gov.ph

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



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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 to register"

RFQ No.: 2021-06-0552 NP-SVP

Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: Shopping

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
<b>Production of Advocacy Materials</b>						
1	100	pcs	<b>Customized Face Mask</b> * attached is the Design Materials: Cloth fabric face mask, Washable/ Reusable Color: Emerald Green (Monochrome) **with printed text of SFP and First 1000 Days Logo			
2	40	pcs	<b>Poloshirt w/ Print</b> * attached is the Design Color: Emerald Green & White (Two-tone) Materials: Cotton shirt Size: Classic Fit (Medium, Large, XL and XXL) *with printed text of Advcacy Message			
3	100	pcs	<b>Customized Tumbler</b> * attached is the Design Color: Transparent Materials: Mini Plastic Water Bottle Shaker Size: 8cm height, 250-400ml capacity ***with printed text of First 1000 days Logo with DSWD and SFP Logo			
4	100	pcs	<b>Advocacy Plate Set with Spoon and Fork</b> * attached is the Design Color: White Materials: Concave plastic plate Size: 9 inches in size ***with printed text DSWD Logo, SFP Logo, and Nutrition Month theme with Go-Grow-Glow Division design ***White, Kids Safety Plastic spoon and fork with printed DSWD & SFP Logo			
5	102	pcs	<b>ID Lace w/ Print</b> * attached is the Design Color: Black Size: 5/8" (15mm)width x 36" length ***with printed text of Advocacy Message			
6	118	pcs	<b>Customized Ballpen</b> * attached is the Design Color: White Retractable Black ink ***with printed text of Advocacy Message  * 1st delivery/ draft ( 5 days upon receipt of P.O) ** 2nd delivery/draft(corrected output if any) *** 3rd delivery (complete delivery) *****NOTHING FOLLOWS***** <b>Approved Budget Cost: PHP 93,340.00</b>	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Provision of Advocacy Materials for SFP Nutrition Month  
PR No.: 2021-06-0552 NP-SVP

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.

**NAOJEBBA M. INDAR**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

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

VAT  
 Non-VAT