



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

**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. 2021-10-0984 NP-SVP  
 Date: \_\_\_\_\_ (should be filled by suppliers)

MOP: SVP

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
1	306	bot	<b>ISOPROPYL ALCOHOL</b> Main Ingredient: 70% Isopropyl Alcohol Net weight/volume: 100ml Features: Rubbing Alcohol Antiseptic and Disinfectant			
2	306	box	<b>VITAMINS (100 tablets/capsules)</b> Function: Multi vitamins and Minerals Quantity: 100 / box Features: ASCORBIC ACID (as sodium ascorbate) + zinc 500mg Vitamin C (equivalent to 562.5mg Sodium Ascorbate) 40mg Zinc (elemental equivalent to 109.8mg Zinc Sulphate Monohydrate Wellbeing supplement for immunity, digestion and liver, heart and blood pressure			
3	612	box	<b>SURGICAL FACE MASK</b> Material: Non woven + Filter cotton Type: Anti-dust, haze, smoke, germs Color: Any color Size: 17.5cm * 9.5cm Quantity: 50 pcs Specification: Soft breathable, Soft fibrous material 3-ply, disposable mask with stretchy ear loop for closely fit, easy to wear and off effectively protecting you from dust, germs, smoke, ashes, pollen and allergens.			
4	459	pcs	<b>FACE SHIELD WITH GLASS FRAME</b> Face shield type: Three quarter length clear visor, 7.5 in Size: Full length Specifications: Designed for procedures and environments where risk and exposure to blood and/or bodily fluids through Resistant to fogging; Latex-free Equipped with glasses frame; clear for maximum visibility			
5	153	box	<b>GLOVES</b> Type: Ambidextrous Length: 24cm Specifications: Examination gloves, disposable, non-sterile, latex, powder-free Finger-textured; conforms to EN 374 equivalent			
6	153	pcs	<b>PPE CANVASS BAG WITH DSWD LOGO</b> Size: 14" x 16" Specifications: A convenient storage option for all your PPE essentials; washable bag; wide compartments for masks and other essentials ***nothing follows*** Delivery Place: SWADT Romblon Servañez Bldg. Brgy. Liwayway, Odiongan, Romblon Delivery date: 7 days upon received of approved PO	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."		
<b>Approved Budget Cost: Php 278,460.00</b>						-

**PURPOSE:** To purchase PPEs for DSWD Field Office MIMAROPA Staff

**PR No.:** 2021-10-0984 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.**

**CATHERINE CATHY R. VICTORIO**  
 AA-Procurement Section

VAT  
 Non-VAT

(Signature over printed name)



REQUEST FOR QUOTATION

RFQ No. 2021-10-0984 NP SVP  
 Date: October 27, 2021

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

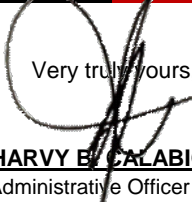
Sir/Madam:

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, 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) 336-8106 to 07 loc. 111 or email to: ccrvictorio@dswd.gov.ph** not later than **5:00PM on November 3, 2021 (Wednesday)**.

Very truly yours,  
  
**HARVEY E. CALABIO**  
 Administrative Officer V  
 Procurement Section

Tel. No: 5336-8106 loc 24051-52

**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 7 days upon receipt of approved PO
- Place of Delivery: SWADT Romblon Servañez Bldg. Brgy. Liwayway, Odiongan, Romblon
- 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 sepcified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost o 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"**

  
 ( CATHERINE CATHY R> VICTORIO  
 AA-Procurement Section

Tel. No: 5336-8106 loc 24051-52

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