



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

REQUEST FOR QUOTATION

RFQ No.: 2021-10-0996 NP-SVP  
Date: OCTOBER 26, 2021

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

Sir/Madam:

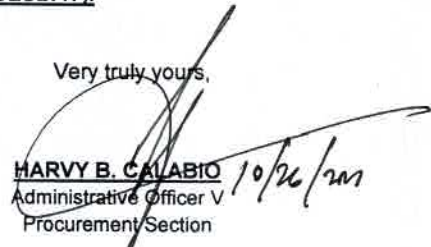
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: [lglicop@dswd.gov.ph](mailto:lglicop@dswd.gov.ph) not later than 5:00 PM on NOVEMBER 02, 2021 (TUESDAY).

Very truly yours,

  
HARVY B. CALABIO  
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 P.O.
- Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)
- 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. 24052  
Email: [proc.davecorcoro.dswd4b@gmail.com](mailto:proc.davecorcoro.dswd4b@gmail.com)/ [dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph)

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



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RFQ No.: 2021-10-0996
Date: (should be filled up by suppliers)
MOP: NP-SVP

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

Table with columns: Item No., Qty., Unit, Bidder's Specifications, Unit Cost, Total Cost. Row 1: 1, 500, PAD, CUSTOMIZED SPIRAL NOTEPAD. Includes specifications for notebook size, page count, fillers, and packaging.

PURPOSE: PURCHASE AND DELIVERY OF CUSTOMIZED SPIRAL NOTEPAD FOR ADVOCACY MATERIALS OF ADOPTION RESOURCE AND REFERRAL SECTION (ARRS)
PR No.: 2021-10-0996

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

VAT checkbox

VAT

Non-VAT checkbox

Non-VAT

(Signature over printed name)
Supplier

PAGMAMAHAL  
palaganapin 

 **LEGAL NA  
PAG-AAMPON**

ating   
gawin

**DEPARTMENT OF SOCIAL WELFARE  
AND DEVELOPMENT  
FIELD OFFICE MIMAROPA**

**ADOPTION RESOURCE AND REFERRAL SECTION**



# DOMESTIC ADOPTION

**Adoption** is a socio-legal process of giving a permanent family to a child whose parents have voluntarily or involuntarily given up their parental rights.

The Domestic Adoption Act of 1998 or Republic Act 8552 encourages domestic adoption so as to preserve the child's identity and culture.

Under the Act, the DSWD provides counseling to the prospective adoptive parents and to the prospective adoptee and the biological parents when possible. Likewise, the DSWD tries to locate the parents of prospective adoptees to ascertain their agreement to the adoption.

## WHO MAY BE ADOPTED?

Any person below 18 years of age who has been issued a Certification Declaring the Child as Legally Available for Adoption (CDCLAA).

A person of legal age if, prior to the adoption, said person has been consistently considered and treated by the adopter as his/her own child since minority

The legitimate son/daughter of one spouse by the other spouse.

A child whose adoption has been previously rescinded.

An illegitimate son/daughter by a qualified adopter to improve his/her status to that of legitimacy.

A child whose biological or adoptive parent/s has died. Provided, that no proceeding shall be initiated within six (6) months from the time of death of said parent/s.

## What are the implications/effects of adoption?

*Adoption voids the rights of biological parents to the child and transfers them to the adoptive parents. These rights include the right of the adoptive parent and adoptee to be the legal and compulsory heirs of one another.*

# DOMESTIC ADOPTION

## WHO MAY ADOPT ?

### Any Filipino Citizen

- ✓ legal age
- ✓ of good moral character, has not been convicted of any crime
- ✓ emotionally and psychologically capable of caring for children
- ✓ at least 16 years older than the adoptee
- ✓ in a position to support and care for his/her children in keeping with the means of the family

Or a **Foreign National** possessing the same qualifications as above stated for Filipino nationals: Provided, That his/her country has diplomatic relations with the Philippines, that he/she has been living in the Philippines for at least three (3) years prior to the filing of application for adoption and maintains such residence until adoption decree is entered, that he/she has been certified by his/her diplomatic or consular office or any appropriate government agency that he/she has the legal capacity to adopt in his/her country, and that his/her government allows the adoptee to enter his/her country.

### Benefits given by the government to adoptive parents in the Philippines

*Adoptive parent/s is/are entitled to maternity leave of two months and paternity leave of seven days, if the adoptee is less than seven years old at the time of placement to the adoptive parents as indicated in the Pre-Adoption Placement Authority (PAPA) issued by the DSWD.*

# DOMESTIC ADOPTION

## WHAT ARE THE STEPS?

### A. Administrative Phase

**1** Attendance to adoption forum

**2** Application to DSWD-Field Office/Licensed Foster Care Agencies of Child Placing Agencies

**3** Assessment of the applicant

**4** Preparation of Home Study Report by the social worker

**5** Matching of child legally available for adoption

**6** Issuance of Pre-Adoption Placement Authority (PAPA)

**7** Placement of Child with the PAPA's

**8** Supervision of Placement of the child and the PAPA's

**9** Issuance of Affidavit of Consent to Adoption

### B. Judicial Phase

**1** Filing of Petition for Adoption

**2** Hearing of the petition in court

**3** Issuance of Decree of Adoption and Entry of Judgment

## Cost of Adoption

*The applicant will spend for securing the documents required for adoption.*

*The services of DSWD for adoption is free.*

*Applying to accredited child placing agencies have service charge.*

*The prospective adoptive parent/s will have to get the services of a private lawyer. The cost of services of a lawyer varies, which include an acceptance fee, appearance fee (in court), among others.*

# DOMESTIC ADOPTION

## REQUIRED DOCUMENTS FOR APPLICANTS

- ✓ Home Study Report
- ✓ Authenticated Birth Certificate
- ✓ Marriage Certificate in SECPA form, if married or authenticated Divorce papers with copy of court decision and Certificate of Finality (for cases of foreign PAPs) by their Consulate, Annulment Decree with Certificate of finality, Declaration of Nullity, or Legal Separation Documents (for Filipino applicants)
- ✓ Written Consent to the Adoption by the legitimate and adopted sons/daughters/if living with the applicant, who are least 10 years old
- ✓ Physical and Medical Evaluation by a duly licensed physician (Certification to indicate that applicant has no medical condition that prevent him/her in acting or assuming parental responsibilities)
- ✓ Psychological Evaluation Report (when appropriate). The validity of the report will depend on the assessment of the Psychologist.
- ✓ NBI or Police Clearance
- ✓ Latest income tax or any other documents showing financial capability e.g. Certification of Employment, Bank Certificate or Statement of Assets and Liabilities
- ✓ Three (3) Character References (e.g. the local church/Minister, the employer and a non-relative member of the immediate community who have known the applicant(s) for at least 3 years
- ✓ 3x5 inch sized photos of the applicants and his/her immediate family members (taken within the last three (3) months)
- ✓ Affidavit of Guardianship
- ✓ Certificate of attendance to pre-adoption forum/seminar
- ✓ Adoptive Family Profile

### ***In addition to these qualifications, an alien may adopt if he/she:***

- ✓ Is a citizen of a State which has diplomatic relations with the Philippines?
- ✓ Has been certified by his/her diplomatic or consular office or any appropriate agency the he/she is qualified to adopt in his country, and that his/her government will allow the adoptee to enter the adopter's country and reside there permanently as an adopted child.
- ✓ Has submitted the necessary clearances and other certification as may be required by the Department.



# FOSTER CARE

**Foster Care** is a planned substitute parental care to a child by a foster family, licensed by the DSWD, while on the process of determining the best permanency placement for the child either family reunification or adoption.

A Foster Care License is issued by the DSWD to qualified foster parents to authorize them to provide foster care. The license is issued on the basis of the approved foster home study report.

The DSWD also issues a Foster Placement Authority authorizing the placement of a particular child with the foster parent. Placement can last from days up to a year depending on the movement of the child's case.

## WHO ARE THE CHILDREN ELIGIBLE FOR FOSTER PLACEMENT?

Children from infancy to below 18 years of age who are under any of the following circumstances:

Under the custody of DSWD or any child placement agency and are not yet legally free for adoption, but need individual attention in a family setting.

Awaiting adoptive placement.

With developmental or physical disabilities

Abandoned by parents in hospitals or other places or with relatives who are not qualified or incapable to care for them.

Who need special care and protection due to sexual or physical abuse.

**Why does a  
child needs to  
be placed in  
Foster Care?**

*"The State recognizes that a child will benefit more from foster care than institutional care.*

*An alternative family could provide love and care as well as opportunities for growth and development."*

# FOSTER CARE

A licensed foster family shall take care of a maximum of 2 children under 2 years of age or 3 older children at any given time except where siblings have to be together with 1 foster family.

In case of child with special needs, only 1 child shall be placed with a foster family at a time.

## WHAT ARE THE QUALIFICATIONS OF A FOSTER PARENT?

- ✓ At least 16 years older than the child unless the foster parent is a relative;
- ✓ At least 25 years of age, may either be married, widowed, separated or single;
- ✓ Must demonstrate financial & emotional stability;
- ✓ Foster parents' family should be in good health, emotionally stable & physically fit;
- ✓ Have a genuine interest in parenting a non-related child and;
- ✓ Should be willing to help the child reunite with his birth family or move into an adoptive family when the time comes.

## WHAT ARE THE STEPS?

- 1** Attendance to Foster Care Forum
- 2** Submission of filled-up application and required documents
- 3** Assessment and home visit
- 4** Completion of Home Study Report by social worker
- 5** Submission of HSR and supporting documents to DSWD for approval
- 6** Issuance of Foster Care License
- 7** Matching to a foster child based on the family's capability to meet the needs of the child
- 8** Issuance of FC-Placement Authority.
- 9** Placement of the child to the foster home
- 10** Placement supervision/ monthly home visit by the social worker to ensure that child is well taken care of.
- 11** Termination of placement

# FOSTER CARE

## REQUIRED DOCUMENTS FOR APPLICANTS

- ✓ Foster Home Study Report
- ✓ Birth Certificate
- ✓ Medical certificate
- ✓ ITR or certificate of Employment
- ✓ NBI Clearance or Police Clearance
- ✓ Barangay Certificate stating that the applicant is a resident of the barangay, length of his residence, and that his is of good moral character
- ✓ Recent photo and where applicable, his/her family
- ✓ Such other document that the DSWD, Agency or LGU may require

## REQUIRED DOCUMENTS FOR CHILDREN

- ✓ Birth Certificate
- ✓ Child Study Report
- ✓ Photo
- ✓ Psychological Evaluation if necessary

## GROUND FOR TERMINATION OF PLACEMENT

- ✓ Return of the child to his/her biological family
- ✓ Placement for adoption
- ✓ Referral to another foster family or residential/facility/institution
- ✓ Death of the child/foster parent
- ✓ Expiration of the FPA
- ✓ Placement is detrimental/harmful for the welfare of the child e.g. abuse

*LGUs shall promote the foster care system in their respective territorial jurisdictions.*

*The national government shall provide financial support, priority given to 3rd up to the 6th class municipalities.*

### Why is a license important?

*It protects the foster family from any liability unless the injury was due to extreme negligence on the part of the foster family.*

*Under Philippine laws, surrendered and abandoned children are placed under the legal guardianship of the DSWD.*

### What is the goal of Foster Care?

*The return of the child to his/her biological family or preparation for his/her permanent placement.*

# SIMULATED BIRTH RECTIFICATION ACT

**Republic Act (R.A.) No. 11222** entitled, *"An Act Allowing the Rectification of Simulated Birth Records and Prescribing Administrative Adoption for the Purpose"*, was signed into law on February 21, 2019.

The law provides for a simpler and less costly adoption procedure for children whose birth records were simulated but were treated as the Prospective Adoptive Parent's own child. This is also an opportunity for the prospective adoptive parents to come out in the open and correct the birth records of the child under their care without any fear of being prosecuted either criminally, civilly or administratively because the law provides for an amnesty. The existing parent-child relationship between them will be legalized.

## WHAT ARE THE OBJECTIVES OF THE LAW?

- | To fix the status and filiation of a child whose birth record was simulated prior to the effectivity of the law and who has been with the known parents for at least 3 years before the effectivity of the Act.
- | To exempt from criminal, civil and administrative liability those who simulated a child's birth record prior to the effectivity of the Act, provided a petition for Administrative Adoption w/ application for Rectification is filed.
- | To provide for a simpler and less costly administrative adoption.

## THREE MAIN RECKONING PERIODS FOR PETITIONERS TO BE QUALIFIED

**1** The child subject for petition has been living with or under the custody of the petitioner/s for at least 3 years prior to March 29, 2019 (which means March 29, 2018 or earlier)

**2** They simulated the birth certificate prior to the implementation of the law (March 28, 2019 or earlier)

**3** The petition for Administrative Adoption with Application for Rectification of Simulated Birth Record is filed before March 29, 2020.

# SIMULATED BIRTH RECTIFICATION ACT

## COVERAGE AND EXCLUSIONS

The law shall apply to the following cases:

- | Administrative adoption of a non-relative child;
- | Administrative adoption of a relative child within the fourth (4th) degree of affinity or consanguinity;
- | Administrative adoption of an adult or person of legal age, who is consistently considered and treated as daughter or son since birth or minority;
- | Administrative adoption where the Petition for Cancellation of Simulated Birth Certificate or Petition for Adoption with Cancellation of Simulated Birth Certificate is pending in court; or
- | Other analogous circumstances as may be determined by the Secretary.

Excluded in the coverage of the Act are circumstances not limited to the following:

- | Rectification or Correction of entries;
- | Administrative adoption by the relatives of the deceased person(s) who simulated the birth of a child or an adult adoptee;
- | Administrative adoption by person(s) other than the parent(s) named in the simulated birth certificate;
- | Administrative adoption of a child by the purported father ONLY; when the mother named in the birth certificate is the biological mother of such child;
- | Administrative adoption of a child or person who has a registered original Certificate of Live Birth or Certificate of Foundling.

# SIMULATED BIRTH RECTIFICATION ACT

## DOCUMENTARY REQUIREMENTS

Petition for Adoption with an application for rectification of simulated birth record shall be in the form of an affidavit, along with the following:

- ✓ Copy of simulated birth record
- ✓ Copy of the birth record of the adopters
- ✓ Affidavit of admission (if the simulation of birth was done by a third person)
- ✓ Barangay Certificate
  - Attesting that petitioner(s) is/are residents of the Brgy.
  - That the child has been living with the petitioners at least 3 years prior to March 29, 2019 (which means, March 29, 2016 or earlier);
  - Petitioner(s) is/are indigent, if applicable
- ✓ Notarized Affidavits of at least two (2) disinterested persons, who reside in the same barangay where the child resides, attesting that the child has been living with the petitioner/s for at least three (3) years prior to the effectivity of the Act;
- ✓ Original copy of CDCLAA issued by the DSWD (for non-relative)
- ✓ Oldest and recent photographs of the prospective adoptee and the petitioner(s)
- ✓ Certificate of Attendance to Pre-Adoption Forum
- ✓ As applicable, Marriage Contract, Decree of Annulment, Declaration of Nullity of Marriage or Decree of Legal Separation;
- ✓ Latest Physical and Medical Evaluation of the adopter(s);
- ✓ Psychological evaluation of the adopter(s) by a duly licensed psychologist (when appropriate)
- ✓ Latest NBI / Police Clearance;
- ✓ Latest income tax return or any other documents showing financial capability, e.g., Certificate of Employment, Bank Certificate or Statement of Assets and Liabilities; and
- ✓ Authenticated copy of the Negative Certification of Birth;
- ✓ Certified True Copy of the receipts as proof of payment of the socialized fees in SWDO and DSWD Field Office.
- ✓ Consent from appropriate person or persons (Sec. 8, Art.III of the Act)

In case one of the adopter(s) is a foreign national married to a Filipino, he or she must submit proof of the following:

- ✓ Residence in the Philippines for at least three (3) continuous years prior to the filing of the petition and maintains such residence until the Order of Adoption is issued;
- ✓ Certification by his or her diplomatic or consular office or any appropriate government agency that he or she has the legal capacity to adopt in his or her country, and that his or her government allows the adoptee to enter his or her country as his or her adopted son or daughter.

*Petition along with the supporting documents shall be filed in the Local Social Welfare and Development Office where the child currently resides regardless where the simulated birth record was registered.*