



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

REQUEST FOR QUOTATION

RFQ No. **2021-10-0938 NP-SVP**

Date: **OCTOBER 21, 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 OCTOBER 28, 2021**.

Very truly yours,

**HARVY B. CALABIO**  
Administrative Officer  
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 or **15 DaYS Upon Receipt of Approved PO**
- Place of Delivery: DSWD FIELD OFFICE MIMAROPA (1680 F.T. BENITEZ ST., COR. MALVAR ST., MALATE
- 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)



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 2021-10-0938  
Date: \_\_\_\_\_  
MOP: NP-SVP

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

Item No.	Qty.	Unit	Purchaser's Specification	Bidder's Specifications	Unit Cost	Total Cost
<b>PURCHASE OF BOOKS</b>						
1	2	book	<b>HUMAN BEHAVIOR THEORY &amp; SOCIAL WORK PRACTICE</b> Edited by: Roberta R. Greene 3rd Edition, Published 2008 Ebook Published: October 31, 2017			
2	2	book	<b>SELF CARE IN SOCIAL WORK A Guide for Practitioners, Supervisors and Administrators</b> By: Kathleen Cox and Sue Steiner ISBN: 978-0-87101-444-3.2013, Item No. 4443			
3	2	book	<b>MODERN SOCIAL WORK THEORY (5th Edition)</b> By: Malcolm Payne Published by: Red Globe Press			
4	2	book	<b>POLITICAL SOCIAL WORK: USING POWER TO CREATE SOCIAL CHANGE</b> Authors: Lane, Shannon R., Pritzker, Suzanne			
5	2	book	<b>GENERALIST SOCIAL WORK PRACTICE, AN EMPOWERING APPROACH</b>			
6	2	book	<b>MENTAL HEALTH SOCIAL WORK PRACTICE IN CANADA</b> By: Cheryl Regehr & Graham Glancy ISBN: 9780199001194 Publisher: Oxford University			
7	2	book	<b>DIRECT SOCIAL WORK PRACTICE: THEORY AND SKILLS</b> Dean H. Hepworth, Ronald Rooney, Glenda Dewberry Rooney, Kim Strom-Gottfried Published: © ISBN 9781305633803			
8	3	book	<b>SOCIAL WORK WITH GROUPS</b> By: Thelma Lee Mendoza Publisher: Central Book Supply Inc. ISBN: 97897101009417			
9	3	book	<b>SOCIAL WELFARE &amp; SOCIAL WORK</b> By: Thelma Lee Mendoza Publisher: Central Books Inc., ISBN: 97897169108113			
*****NOTHING FOLLOWS*****						
<b>DELIVERY PLACE:</b> 1680 F.T. BENITEZ ST., COR. MALVAR ST., MALATE, MANILA				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
<b>DELIVERY DATE:</b> 15 days Upon Receipt of Approved PO						
<b>APPROVED BUDGET FOR THE CONTRACT: Php 70,008.00</b>				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: PURCHASE OF EDUCATION AND COMMUNICATION LEARNING MATERIALS TO BE USED IN THE REGIONAL LEARNING AND RESOURCE CENTER (RLRC)  
PR No.: 2021-10-0938

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. ACOP**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052

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

VAT  
 Non-VAT

