



REQUEST FOR QUOTATION

RFQ No. 2022-03-0230 NP - LOR  
 Date: March 18, 2022

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

Sir/Madam:

Please quote your government prices 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 Plenum 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: [ambernulla@dswd.gov.ph](mailto:ambernulla@dswd.gov.ph) not later than 5:00 PM on March 24, 2022 (Thursday).

Very truly yours,  
  
 HARVEY B. GALABIO  
 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 April - December 2022

- Place of Delivery: Poblacon Area, Odlongan, Romblon
- Terms of Payment: within 15-30 days upon final inspection and acceptance
- Payment through LDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
- Account Name: \_\_\_\_\_  
 Account Number: \_\_\_\_\_  
 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:

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](http://www.philgeps.gov.ph) to register"

ADRIAHN M. BERNULLA  
 Administrative Assistant II  
 Telephone: 5336-8106 to 07 loc. 24051-52

Signature Over Printed Name  
 (Supplier)



**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

Field Office MIMAROPA Region  
1680 F.T. Bantiz corner Malvar Sts., Malate, Manila

Note: "Prospective supplier must be registered at the PhilGIPS website at [www.philgips.gov.ph](http://www.philgips.gov.ph) to register" System (PhilGIPS), You may visit the PhilGIPS website at [www.philgips.gov.ph](http://www.philgips.gov.ph) to register"

RFQ No. 2022-03-0230

MOP: NP - Lease of Real Property

(should be filled up by suppliers)

Company Name  
Company Address  
Contact Person  
Contact No.  
Email Address  
Company TIN  
PhilGIPS Reg. No.

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	9	month	Office Space at least 75-120 SQ. M. at least Ground Floor / 2nd Floor with restroom and pantry with at least 1 unit provision of airconditioner can accommodate 15 staff with room for meeting / conference with room for pantry with pantry wings must be properly installed space for clients area / waiting area provide maintenance for the building			
2	9	month	Warehouse / Storage Space at least 60 SQ. M. can accommodate 100-120 boxes with High Ceiling At least Ground Floor / 2nd Floor wings must be properly installed provide maintenance for the building			
			Other Provisions: Secured and Safe Flood Free Accessible to Main Road with separate line of Electricity and Water With Proper Ventilation at least with parking space			
			Location: with in Poblation Area, Odiongan, Romblon *****NOTHING FOLLOWS***** Approved Budget Cost: Php 360,000.00 Delivery Time: April - December 2022 Delivery Place: Poblation Area, Odiongan, Romblon			
			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: Service Provider for Rents Building (2nd - 4th Quarter CY 2022)

PR No: 2022-03-0230

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.

ADRIAHN M. BERNULLA  
Administrative Assistant II

Tel: 336-8106 Local 101, 8111/Email: [amberrulla@dswd.gov.ph](mailto:amberrulla@dswd.gov.ph)

Supplier  
(signature over printed name)

VAT   
Non-VAT