



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

REQUEST FOR QUOTATION

RFQ No. 2022-05-0073 NP-SVP  
Date: June 7, 2022

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: icgaga-a@dswd.gov.ph** not later than **5:00 PM on June 10, 2022 (FRIDAY)**.

Very truly yours,  
**HARVEY CALABIO** 6/7/22  
Administrative Officer V  
Procurement Section Head

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: June 27-29, September 20 & December 2, 2022
- Place of Delivery: Marlon Fojas Sports Complex & Municipal Conference Hall, Corcuera, 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: \_\_\_\_\_
- 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 to register"

**JERICHO C. GAGA-A**  
Procurement Officer  
Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09652364341

Signature Over Printed Name  
(Supplier)



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RFQ No. 2022-05-0073

Date:

MOP: NP-SVP

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

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	132	pax	Activity: Community Volunteers Training (CVT) for Procurement, Infra and Finance Date: June 27-29, 2022 Venue: Marlon Fojas Sports Complex, Corcuera, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 110 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)			
2	57	pax	Activity: Operation & Maintenance Training Date: September 20, 2022 Venue: Municipal Conference Hall, Corcuera, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 45 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)			
3	109	pax	Activity: Sustainability Planning Workshop (SPW) Date: December 2, 2022 Venue: Marlon Fojas Sport Complex, Corcuera, Romblon Meals: AM Snack, Lunch & PM Snack Guaranteed Pax: 90 Plated: AM and PM Snacks (with cold beverage) Buffet: Lunch (Minimum of 3 viands with soup, desserts/fruits and cold drinks, no repetition of meals)  ****Nothing Follows****  ***Page 1 of 1***			
Approved Budget Cost: Php 224,800.00 (Two Hundred Twenty-Four Thousand Eight Hundred Pesos Only)						
				"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered		

**PURPOSE:** To conduct activities that enabled community and partner stakeholder's to improve performance in their current roles in support to program implementation of KALAHI CIDSS-Additional Financing.

**PR No.:** 2022-05-0073

**JERICHO C. GAGA-A**  
Procurement Officer  
Telefax: 5336-8105 to 07 loc. 24052  
Contact Number: 09652364341

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

VAT  
Non-VAT

**IMPORTANT:** The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. 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.



**REQUEST FOR QUOTATION RECEIVING FORM**

I Hereby certify that I \_\_\_\_\_, of

\_\_\_\_\_ has received the Request for

Quotation RFQ No. **2022-05-0073** from DSWD MIMAROPA Region intended for the

To conduct activities that enabled community and partner stakeholder's to improve performance in their current roles in support to program implementation of KALAHI CIDSS-Additional Financing.

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)  
Contact: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**RFQ Delivered by:**

\_\_\_\_\_  
(Signature Over Printed Name of Canvasser)  
Position: \_\_\_\_\_  
Date / Time of Delivery: \_\_\_\_\_

Note: This form shall be used and issued in cases when RFQ is personally delivered to prospective supplier/service provider.