



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2022-06-0135 NP - SVP

Date: June 6, 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.

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.

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

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

Terms and Conditions:

- 1. Award shall be made on per: [ ] item basis [x] total quoted price [ ] lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: 5 Working Days upon receipt of Purchase Order
4. Place of Delivery: DSWD Office MIMAROPA 1680 F.T. Benitez corner Malvar Sts., Malate, Manila
5. Terms of Payment: within 15-30 days upon final inspection and acceptance
6. 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.
7. For goods please indicate brand, model and country of origin.
8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
9. Please indicate warranty:
10. NOTE: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS).

JERICO C. GAGA-A

Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

Contact Number: 09652364341

Signature Over Printed Name (Supplier)



RFQ No. 2022-06-00135  
Date:

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

MOP: NP - SVP

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	60	pcs	White Tote/katsa Bag, without zipper, (12 inch width by 14 inch height), with BP2P Logo Specifications: Color: Dirty white, printed: BP2P Logo and statement, Katya Texture			
2	60	pcs	T-shirt with BP2P Logo Specifications: Color: White, Front&Back: BP2P branding Logo printed, full color, The price for each shirt size should be the same,			
3	60	pcs	Arm sleeves Specifications: Color: white, Front&Back: BP2P branding logo printed, full color, Unisex shirt, Follow the attached layout samples			
4	60	pcs	Cloth Face Mask Specifications: Color: full color, print: BP2P Logos and statement, 3pcs/set			
5	40	pcs	Sky blue Polo Shirt with BP2P logos Specifications: Color: Sky blue, printed: DSWD Logo and statement, honeycomb			
			***Nothing follows*** Page 1 of 1			
			1st Sample: 5 working days upon receipt of approved P.O. Final Sample: 5 working days upon approval of the 1st sample. Packaging: well packed properly-labeled type and quantity.			
			Approved Budget for the Contract: <b>Php 58,600.00</b>			
			Place of Delivery: <b>DSWD Office MIMAROPA 1680 F.T. Benitez corner Malvar Sts., Malate, Manila</b>	"Failure to indicate information could be basis for non-compliance," Please indicate the brand being offered		

PURPOSE: Purchase of Advocacy Materials for Balik Probinsya Bagong Pag-Asa Program (BP2P) Program Orientation  
PR No.: 2022-06-0135

**JERICHO C. GAGA-A**  
Procurement Officer  
Telefax: 6336-8106 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. **2022-06-0135** from DSWD MIMAROPA Region intended for the

**Purchase of Advocacy Materials for Balik Probinsya Bagong Pag-Asa Program (BP2P) Program Orientation**

**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.