



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

**REQUEST FOR QUOTATION**

RFQ No. 2022-06-0144 NP - SVP  
 Date: July 12, 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: jcgaga-a@dswd.gov.ph** not later than **5:00 PM on July 15, 2022 (Friday)**.



Very truly yours,  
**PACITA NOREN L. YSAG-VILLAZORDA**  
 Administrative Officer IV  
 Procurement Section Head

JUL 12 2022

**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: 5 days upon receipt of approved Purchase Order
- Place of Delivery: DSWD FO IV - MiMaRoPa, 1680 F.T Benitez Cor., Malvar St., 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"

**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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 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Item No.	Qty.	Unit	Item Description	Bidder's Specifications	Unit Cost	Total Cost
1	60	pieces	Spiral Notebook, A5 size, 100 pages			
2	2	box	Ball Point Pen, Black, 0.5mm, 50s/box			
3	70	pieces	Washable facemask, high quality cotoon with logo			
			*** Nothing follows*** Page 1 of 1			
			Approved Budget for the Contract: Php7,000.00			
				"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered		

**PURPOSE:** Training on Rural Water Supply System Design and Analysis and Project Management

**PR No.:** 2022-06-0144

JERICO C. GAGA-A  
 Procurement Officer  
 Telefax: 5336-8106 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. 2022-06-0144** from DSWD MIMAROPA Region intended for the

**Training on Rural Water Supply System Design and Analysis and Project Management**

**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.