



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

Annex A

**REQUEST FOR QUOTATION**

RFQ No. 2022-07-0693 NP-SVP  
 Date: July 11, 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: [ambernulla@dswd.gov.ph](mailto:ambernulla@dswd.gov.ph)** not later than **5:00 PM on July 18, 2022 (Monday)**.

Very truly yours,

**PACITA NOREN VILLAZORDA**  
 Administrative Officer IV  
 Procurement Section

**Terms and Conditions:**

1. Award shall be made on per:  item basis  total quoted price  lot basis
2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
3. Services shall be delivered on: Lot 1. September 15, 2022, Lot 2. September 19 - December 16, 2022
4. Place of Delivery: Lot 1. MIMAROPA Provinces, Lot 2. Marinduque, Oriental Mindoro and Romblon
5. 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**
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. 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.
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). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register"**

ADRIAHN M. BERNULLA  
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

\_\_\_\_\_  
 Signature Over Printed Name  
 ( Supplier)



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

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 2022-07-0693

Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: NP-SVP

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

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
Lot 1	1	service	<b>Production of AVP and PLUGS</b>			
			Quantity: Fully packaged material - One (1) 5 minute full video with English Subtitle, Three (3) 90-seconds tele-radio story series			
			Quality: 1080P (HD); 1920x1080			
			Format: MP4 and MP3			
			Other Details: Video series shall be in a audio and audio-visual format			
			Production schedule: August 31 - September 2, 2022			
			Production location: MIMAROPA			
			Note: see attached concept/production guide			
			shall include production (creation of original score) and post - production (Editing)			
			Budget includes transportation cost, meals, board and lodging of the production crew			
			All raw Materials shall be submitted to DSWD			
			Proofing: 1st draft: 10 working days upon completion of video shooting/production - September 12, 2022			
			2nd draft: 2 working days upon receipt of 1st proofing comments - September 14, 2022			
			Final draft: 1 working day upon receipt of 2nd proofing comments - September 15, 2022			
			Completion of Delivery: September 15, 2022			
			Packaging: Stored in a USB Flash Drive (raw materials and fully packaged materials)			
			<b>Approved Budget Cost: Php 80,000.00</b>			
			Delivery Time: September 15, 2022			
			Delivery Place: MIMAROPA Provinces			
				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."		
			PAGE 1 OF 2			

PURPOSE: Production of AVP and PLUGS  
PR No.: 2022-07-0693

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.

**ADRIAN M. BERNULLA**

Procurement Officer

Telefax: 5336-8106 to 07 loc, 24052

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

Supplier

VAT  
 Non-VAT



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

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 2022-07-0693

Date: \_\_\_\_\_ (should be filled up by suppliers)

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

MOP: NP-SVP

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
Lot 2	1	service	<b>Airing of Tele-radio Story Series</b>			
			Length: Three (3) 90-seconds tele-radio story series			
			Frequency: 3 spots in a day from September 19 to December 16, 2022			
			Area of Coverage: Marinduque, Oriental Mindoro, and Romblon (with widest reach)			
			Scope of Work			
			<b>A. Service Provider (SP)</b>			
			1. the Service Provider will cause the placement and airings of the plugs.			
			2. the Service Provider will provide the schedule of radio airings to the Provincial Operations Officer for monitoring			
			3. the Service Provider shall get a certification from POO to support the completion of airing during the agreed schedule			
			<b>B. DSWD MIMAROPA</b>			
			1. the DSWD will provide the audio materials to Service Provider			
			Note: Billing of payment shall be given to the DSWD upon completion of P.O			
			<b>Approved Budget Cost: Php 40,000.00</b>			
			Delivery Time: September 19, 2022 - December 16, 2022			
			Delivery Place: Marinduque, Oriental Mindoro, and Romblon			
			*****NOTHING FOLLOWS*****			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
			PAGE 2 OF 2	"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Airing of Tele-radio Story Series  
 PR No.: 2022-07-0693

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

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

VAT  
 Non-VAT