



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

**REQUEST FOR QUOTATION**

RFQ No.: 2022-07-0698-NP-SVP  
 Date: July 15, 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: proc.davecorcoro.dswd4b@gmail.com/ dtcorcoro@dswd.gov.ph** not later than **5:00 PM on July 22, 2022 (Friday)**.

Very truly yours,

**PACITA NOREN L. YSUG-VILLAZORDA**  
 Administrative Officer IV  
 Procurement Section  
**JUL 15 2022**

**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: Seven (7) days upon receipt of approved final proof
4. Place of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor., Malvar Sts., Malate, Manila)
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"

**DAVE T. CORCORO**  
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
 Email: [proc.davecorcoro.dswd4b@gmail.com](mailto:proc.davecorcoro.dswd4b@gmail.com)/ [dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph)

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



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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"

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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		Bidder's Specifications	Unit Cost	Total Cost
1	111	piece	TARPAULIN			
			Specifications:			
			> Size: 45 inch (W) x 35 inch (H)			
			> Color: Full Color (as shown in the attached layout)			
			> Material: Polypropylene			
			> With eyelet on every corner			
			> For indoor and outdoor use			
2	1,954	piece	BROCHURE			
			Specifications:			
			> Size: 9.9 cm (W) x 21 cm (H)			
			> Color: Full Color (as shown in the attached layout)			
			> Material: Semi gloss (shiny finish that falls between matte and glossy)			
3	1,955	piece	STICKERS			
			Specifications:			
			> Size: 210 mm (W) x 297 mm (H), A4 size			
			> Color: Full Color (as shown in the attached layout)			
			> Material: Semi gloss (shiny finish that falls between matte and glossy)			
			> 2 designs, front page, portrait			
			Note: Inclusion of Hauling/ Delivery Fee			
			Proofing:			
			> 1st Draft - 3 working days upon receipt of approved PO or Final layout/design			
			> Final Delivery - 7 working days upon receipt of approved final proof			
			>>>> NOTHING FOLLOWS <<<<<			
			Area of Delivery: DSWD Field Office MIMAROPA (1680 F.T. Benitez cor. Malvar Sts., Malate, Manila)			
			Contact Person: MS. HANNAH C. MORELLA			
			Contact Number: 0909-744-3251			
			Approved Budget for the Contract: Php117,300.00			
			PAGE 1 OF 1			
				"Failure to indicate information could be basis for non-compliance."		

PURPOSE: Purchase of Information and Education Communication (IEC) Materials of RRPTP.

PR No.: 2022-07-0698-NP-SVP

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.

**DAVE T. CORCORO**  
 Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052

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

VAT  
 Non-VAT