



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

REQUEST FOR QUOTATION



RFQ No. 2022-07-0160 NV SVP

Date: July 29, 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: abpalencia@dswd.gov.ph** not later than 5:00 PM on August 1, 2022 (Monday).

Very truly yours,

PACITA NOREN L. YSUG-VILLAZORDA
Administrative Officer IV
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: On the scheduled date of the activity
- Place of Delivery: Romblon, Oriental Mindoro and Occidental Mindoro
- 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 to register"

ALEJANDRO B. PALENCIA
Procurement Officer
Telefax: 5336-8106 to 07 loc. 24052
Contact Number: 0997-304-9402

Signature Over Printed Name
(Supplier)



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I _____, of

_____ has received the **Request for**

Quotation RFQ No. **2022-07-0160** from DSWD MIMAROPA Region intended for the

Hiring of Third-Party Consultancy Service for the conduct of Municipal Talakayan

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.



RFQ No. 2022-06-0160
Date: July 22, 2022

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		Hour	Hiring of Third-Party Consultancy Service for the conduct of Municipal Talakayan		
	2	Hour	Resource Speaker / Expert - Lead Facilitator Regional Talakayan Orientation August 22, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan Rizal, Occidental Mindoro on September 6, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan Bulalacao, Oriental Mindoro on September 8, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan Mansalay, Oriental Mindoro on September 12, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan Bansud, Oriental Mindoro on September 14, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan San Teodoro, Oriental Mindoro on September 16, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan Ferrol, Romblon on September 20, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan San Agustin, Romblon on September 22, 2022		
	9	Hour	Resource Speaker / Expert - Lead Facilitator Batch 1 Municipal Talakayan Santa Fe, Romblon on September 26, 2022		
			<p><i>Approved budget Cost: 200,000.00</i></p> <p>*** Nothing Follows ***</p> <p>*** Page 1 of 1 ***</p>		
				<p>"Failure to indicate information could be basis for non-compliance." Please indicate the brand being offered</p>	
				Total Amount	

PURPOSE: Hiring of Third Party Consultancy Service for the conduct of Municipal Talakayan

PR No.: 2022-06-0160

ALEJANDRO B. PALENCIA

Procurement Officer

Telefax: 5336-6106 to 07 loc. 24052

Contact Number: 0997-304-9402

(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.