



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

**REQUEST FOR QUOTATION**

RFQ No.: 2022-03-0403-NP-CP  
 Date: September 2, 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, PCAB License, 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 MIMAROPA Region - BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)/[dtcorcoro@dswd.gov.ph](mailto:dtcorcoro@dswd.gov.ph) not later than **5:00 PM on September 9, 2022 (Friday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Official Receipt  
 PhilGEPS

Very truly yours,

**HARVY B. CALABIO**  
 Administrative Officer V  
 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: September - December 2022
- Place of Delivery: MIMAROPA Youth Center (MYC) Brgy. Poblacion, Bansud, Oriental 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](http://www.philgeps.gov.ph) to register"**

**DAVE T. CORCORO**  
 Procurement Officer  
 Telefax: 5336-8106 to 07 loc. 24052

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



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

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

MOP: NP- CP

Item No.	Qty.	Unit	Bidder's Specifications	Unit Cost	Total Cost
1	73	pack	BREAD CHEESE CUPCAKE, 10pcs/pack		
2	73	pack	BISCUIT, Round, 10pcs/pack		
3	73	pack	BISCUIT, Cracker, 10pcs/pack		
4	70	pack	BISCUIT, Choco sandwich, 10pcs/pack		
5	77	pack	BISCUIT, Cream sandwich, 10pcs/pack		
6	77	pack	BISCUIT, Strawberry sandwich, 10pcs/pack		
7	400	piece	ASSORTED BAKERY BREAD		
			<b>Note:</b> For the duration of September - December 2022 >>>> NOTHING FOLLOWS <<<<<		
			<b>Date of Delivery:</b> September - December 2022 <b>Area of Delivery:</b> MIMAROPA Youth Center (MYC) Brgy. Poblacion, Bansud, Oriental Mindoro		
			<b>Contact Person:</b> MS. MONINA D. PECHON <b>Contact Number:</b> 0921-975-0029		
			<b>Note:</b> Please specify brand model/origin. Please fill up the space for Bidder's specification		
			"Failure to indicate information could be basis for non-compliance."		
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Twenty-Eight Thousand Five Hundred Eighty Pesos Only (Php 28,580.00)		
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PURPOSE: Purchase of Bread & Snacks for the MIMAROPA Youth Center (MYC) Residents for September - December 2022.

PR No.: 2022-03-0403-NP-CP

VAT  
 Non-VAT

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

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.