



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

REQUEST FOR QUOTATION

RFQ No. 2022-10-1041 NP-SVP

Date: October 6, 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 may be 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: [ambnulla@dswd.gov.ph](mailto:ambnulla@dswd.gov.ph) not later than **5:00 PM on October 13, 2022 (Thursday)**. 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]**.

Very truly yours,

  
HARVEY 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: (15) Fifteen days after receipt of approved Final Proof
- Place of Delivery: MIMAROPA Provinces and Manila
- Terms of Payment: within 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 "

  
ADRIAHN M. BERNULLA  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 0926-6348034

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



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RFQ 2022-10-1041 NP-SVP

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

MOP: NP-SVP

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
<b>Printing and Delivery of Four (4) IEC Materials</b>						
1	7,438	piece	Leaflet on CS28 - Purple Tagging Specification: Tri-fold leaflet GAD Size: A4 Fold: Tri-fold, 3 panels (Landscape) Printing: Full color; back to back Paper: Matte Laminated; 180gsm			
2	7,438	piece	Leaflet on ERPAT Specification: Tri-fold leaflet GAD Size: A4 Fold: Tri-fold, 3 panels (Landscape) Printing: Full color; back to back Paper: Matte Laminated; 180gsm			
3	7,438	piece	Leaflet on Registration Specification: Tri-fold leaflet GAD Size: A4 Fold: Tri-fold, 3 panels (Landscape) Printing: Full color; back to back Paper: Matte Laminated; 180gsm			
<i>Page 1 of 4</i>				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."		

PURPOSE: Printing and Delivery of Four (4) IEC Materials

PR No.: 2022-10-1041 NP-SVP

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 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.





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RFQ 2022-10-1041 NP-SVP

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

MOP: NP-SVP

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
			<b>Printing and Delivery of Four (4) IEC Materials</b>			
4	7,438	piece	Leaflet on Beneficiary Data Update Specification: Tri-fold leaflet GAD Size: A4 Fold: Tri-fold, 3 panels (Landscape) Printing: Full color, back to back Paper: Matte Laminated; 180gsm  Packaging: 500 pcs/pack Proofing: Quality Approved specs; machine grade 1st draft: 3 working days upon receipt of approved P.O/CD 2nd draft: 3 working days upon receipt of 1st proofing comments Final draft: 3 working days upon receipt of 2nd proofing comments  Delivery Sites: <b>Marinduque, T. Del Mundo St., Brgy., Malusak, Boac</b>			
	448	piece	*leaflet on CS28 - Purple Tagging			
	448	piece	*leaflet on ERPAT			
	448	piece	*leaflet on Registration			
	448	piece	*leaflet on Beneficiary Update			
			<i>Page 2 of 4</i>	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
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PURPOSE: Printing and Delivery of Four (4) IEC Materials

PR No.: 2022-10-1041 NP-SVP

VAT  
 Non-VAT

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

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RFQ 2022-10-1041 NP-SVP

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

MOP: NP-SVP

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

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
<b>Printing and Delivery of Four (4) IEC Materials</b>						
Delivery Sites:						
<b>Occidental Mindoro, M.H Del Pilar St., Brgy., 7, San Jose</b>						
	1,178	piece	*leaflet on CS28 - Purple Tagging			
	1,178	piece	*leaflet on ERPAT			
	1,178	piece	*leaflet on Registration			
	1,178	piece	*leaflet on Beneficiary Update			
<b>Oriental Mindoro, 2nd Floor, RKT Building, JP Rizal St., Cor. Bayabas St., Brgy, Lalud Calapan City</b>						
	1,874	piece	*leaflet on CS28 - Purple Tagging			
	1,874	piece	*leaflet on ERPAT			
	1,874	piece	*leaflet on Registration			
	1,874	piece	*leaflet on Beneficiary Update			
<b>Palawan, G7 Bldg., Unit 2/2nd Floor 131 National Hwy, San Pedro Puerto Princesa City</b>						
	3,130	piece	*leaflet on CS28 - Purple Tagging			
	3,130	piece	*leaflet on ERPAT			
	3,130	piece	*leaflet on Registration			
	3,130	piece	*leaflet on Beneficiary Update			
<b>Romblon, 2nd Floor, ALG Commercial Bldg., MA. Roxas St., Brgy., Liwayway, Odiongan, Romblon</b>						
	804	piece	*leaflet on CS28 - Purple Tagging			
	804	piece	*leaflet on ERPAT			
	804	piece	*leaflet on Registration			
	804	piece	*leaflet on Beneficiary Update			
<i>Page 3 of 4</i>				Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
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PURPOSE: Printing and Delivery of Four (4) IEC Materials

PR No.: 2022-10-1041 NP-SVP

VAT  
 Non-VAT

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

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RFQ 2022-10-1041 NP-SVP

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

MOP: NP-SVP

Company Name	:	_____
Company Address	:	_____
Contact Person	:	_____
Contact No.	:	_____
Email Address	:	_____
Company TIN	:	_____
PHILGEPSS Reg. No.	:	_____

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided)	Unit Cost	Total Cost
			<b>Printing and Delivery of Four (4) IEC Materials</b>			
			Delivery Sites:			
			Manila, 1680 F.T Benitez St., Malate			
	10	piece	*leaflet on CS28 - Purple Tagging			
	10	piece	*leaflet on ERPAT			
	10	piece	*leaflet on Registration			
	10	piece	*leaflet on Beneficiary Update			
			*****NOTHING FOLLOWS*****			
			Approved Budget Cost: Php178,512.00			
			Delivery Time: (15) Fifteen days after receipt of approved final proof/sample			
			<b>Page 4 of 4</b>	<b>Note: Please specify brand model/origin. Please fill up the space for Bidder's specification</b>		
				<b>"Failure to indicate information could be basis for non-compliance."</b>		

PURPOSE: Printing and Delivery of Four (4) IEC Materials  
PR No.: 2022-10-1041 NP-SVP

- VAT
- Non-VAT

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

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