



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

REQUEST FOR QUOTATION

RFQ No. 2022-10-1045 NP-SVP  
Date: October 6, 2022

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

Sir/Madam:

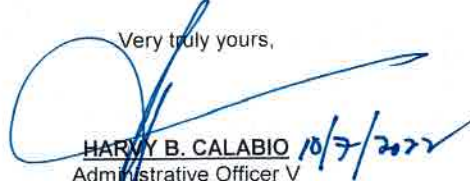
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 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: [ambernulla@dswd.gov.ph](mailto:ambernulla@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** 10/7/2022  
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
- 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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MOP: NP-SVP

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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 Forms</b>						
1	91,853	sheet	Katibayan ng Pagpapatunay Size: A4, 80gsm Color: 1 color; black and white 1 sided printing			
2	91,853	sheet	Certificate of No Duplicity Size: A4, 80gsm Color: 1 color; black and white 1 sided printing			
3	91,853	sheet	Landbank Enrollment Form Size: A4, 80gsm Color: 1 color; black and white 1 sheet, 2 sided printing			
4	91,853	set	Kilos-Unlad General Intake Sheet Size: A4, 80gsm Color: 1 color; black and white 2 sheets, 1 sided printing per set			
			<i>1 of 3</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 Forms

PR No.: 2022-10-1045 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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<b>Printing and Delivery of Forms</b>						
			Distribution List and Delivery Address			
			<b>Marinduque</b> , John Rey Commercial and Office Space, Brgy., Malusak, Boac, Marinduque			
	5,996	sheet	*Katibayan ng Pagpapatunay			
	5,996	sheet	*Certificate of No Duplicity			
	5,996	sheet	*Landbank Enrollment Form (1 sheet, 2 sided printing)			
	5,996	set	*Kilos-Unlad General Intake Sheet (2sheets, 1 sided printing)			
			<b>Occidental Mindoro</b> , M.H Del Pilar St., Brgy., 7, San Jose			
	12,251	sheet	*Katibayan ng Pagpapatunay			
	12,251	sheet	*Certificate of No Duplicity			
	12,251	sheet	*Landbank Enrollment Form (1 sheet, 2 sided printing)			
	12,251	set	*Kilos-Unlad General Intake Sheet (2sheets, 1 sided printing)			
			<b>Oriental Mindoro</b> , 2nd Floor, RKT Building JP Rizal St., corner Bayabas Street., Lalud, Calapan City			
	31,232	sheet	*Katibayan ng Pagpapatunay			
	31,232	sheet	*Certificate of No Duplicity			
	31,232	sheet	*Landbank Enrollment Form (1 sheet, 2 sided printing)			
	31,232	set	*Kilos-Unlad General Intake Sheet (2sheets, 1 sided printing)			
			<b>2 of 3</b>	Note: Please specify brand model/origin. Please fill up the space for Bidder's specification		
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<b>Printing and Delivery of Forms</b>						
			Distribution List and Delivery Address			
			<b>Romblon</b> , 2nd Floor ALG Commercial Building MA Roxas St., Brgy., Liwayway			
	5,210	sheet	*Katibayan ng Pagpapatunay			
	5,210	sheet	*Certificate of No Duplicity			
	5,210	sheet	*Landbank Enrollment Form (1 sheet, 2 sided printing)			
	5,210	set	*Kilos-Unlad General Intake Sheet (2sheets, 1 sided printing)			
			<b>Palawan</b> , Unit 2/2nd Floor, G7 Bldg., National H-way, Brgy., San Pedro, Puerto Princesa City			
	37,164	sheet	*Katibayan ng Pagpapatunay			
	37,164	sheet	*Certificate of No Duplicity			
	37,164	sheet	*Landbank Enrollment Form (1 sheet, 2 sided printing)			
	37,164	set	*Kilos-Unlad General Intake Sheet (2sheets, 1 sided printing)			
*****NOTHING FOLLOWS*****						
			Approved Budget Cost: Php367,412.00			
			Delivery Time: (15) Fifteen days after receipt of approved FINAL SAMPLE			
			Delivery Place: MIMAROPA Provinces			
			3 of 3	Note: Please specify brand model/origin .Please fill up the space for Bidder's specification		
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