



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

REQUEST FOR QUOTATION

RFQ No. **2023-01-0008 NP-SVP**

Date: **December 14, 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 (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return** and a **notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). 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: [elcnolasco@dswd.gov.ph](mailto:elcnolasco@dswd.gov.ph)** not later than **5:00 PM on December 21, 2022 (Wednesday)**. 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,

**HARVY B. GALABIO**  
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: **On call basis**
- Place of Delivery: **DSWD Manila and 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"**

**EMMA JOY C. NOLASCO**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09994602492

Signature Over Printed Name  
(Supplier)





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RFQ 2023-01-0008 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) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". Failure to indicate information could be basis for non-compliance.	Unit Cost	Total Cost
			Service Provider for the Logistics/Transportation/Hauling			
			Estimated Cost via Airfreight/Sea Freight			
1	30	boxes	Small Box, size: 18x18x12 inches / 46x46x30cm (max of 15 kilos/box)			
2	12	boxes	Medium Box, size: 18 x 18x 28 inches / 46 x 46x 72 cm (max of 25 kilos/box)			
3	5	boxes	Large Box, size: 22.5 x 22.5 x 22.5 inches / 57 x 57x 57 cm (max of 35 kilos/box)			
			Exact Address/es of delivery/locations:			
			MARINDUQUE			
			T. Del Mundo St., Brgy. Malusak, Boac, Marinduque			
			ROMBLON			
			2nd Floor ALG Commercial Building, Ma. Roxas St., Brgy. Liwayway, Odiongan, Romblon			
			OCCIDENTAL MINDORO			
			M.H Del Pilar St., Brgy. 7, San Jose, Occidental Mindoro			
			ORIENTAL MINDORO			
			2nd Floor RKT Building, JP Rizal St., corner Bayabas St., Lalud, Calapan City, Oriental Mindoro			
			PALAWAN			
			G7 Bldg., Unit 2/2nd Floor 131 National Highway, San Pedro, Puerto Princesa City, Palawan			
			RPMO to MIMAROPA Provinces			
			DSWD Mimaropa Region, 1680 F.T. Benitez corner Malvar Sts., Malate, Manila			
			NOTES:			
			Pick up documents from the said offices as scheduled from Mondays to Fridays and/or on a Per-Call basis if urgent deliveries (with weighing scale to determine the actual weight)			
			MODE OF TRANSPORT: AIR/SEA FREIGHT			
			Shipment Delivery Time:			
			- 1 to 2 days via Air Freight			
			- 3 to 7 days (maximum) via Sea Freight			
			Product/Goods: Supplies, Documents and other pertinent data			
			Packing Requirements: Full responsibility for the care and custody of the deliveries			
			Insurance: Provide insurance for the deliveries in case of loss, damages and/or theft			
			Billing will be based on actual successful items delivered			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Two Hundred Sixty Four Thousand Pesos Only (Php 264,000.00)			
			Note: Please specify brand model/origin .			

PURPOSE: Service Provider for the Logistics/Transportation/Hauling

PR No.: 2023-01-0008

☐ 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.