



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

REQUEST FOR QUOTATION

RFQ No. 2023-03-00431 NP-LORP  
Date: March 7, 2023

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

Sir/Madam:

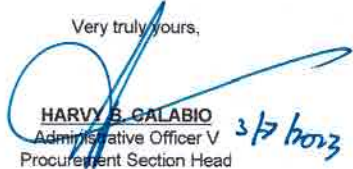
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures 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: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)** not later than **5:00 PM on March 13, 2023 (Monday)**. Quotations submitted to the 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 S. 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: April 1, 2023- December 31, 2023
- Place of Delivery: Oriental Mindoro
- Terms of Payment: within 30 days upon final inspection and acceptance (send bill arrangement)  
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 "

Procurement Officer

Telefax: 5328-5111 loc. 24052  
Contact Number: 09984746898

Signature Over Printed Name  
(Supplier)



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RFQ 2023-03-00431 NP-LORP

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

MOP: NP- LORP

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
1	1	warehouse	WAREHOUSE RENTAL OF PROVINCE OF ORIENTAL MINDORO			
			Additional Warehouse Rental of Oriental Mindoro			
			<b>RATING FACTORS:</b>			
			Warehouse must pass the rating factor of 85% to consider the bid responsive			
			<b>I. Prevailing Rental Rate and Availability ( 35% )</b>			
			* Must not exceed of Approved Budget for the Contract (Php 55,000.00/month) inclusive of all applicable taxes			
			*With more than 50 sq.m floor area			
			<b>II. Location and Site Condition ( 25% )</b>			
			* Must have access road for vehicle and trucks			
			*Must be located within Mansalay			
			<b>III. Facilities and Amenities (15%)</b>			
			* With safe parking space for vehicles			
			*With available water supply			
			* With good lighting system			
			*With available comfort room			
			<b>IV- Functionality (15% )</b>			
			*With enough space that can accommodate and safeguard the file			
			* Flood free and good drainage system			
			<b>V. Security , Cleanliness and Maintenance ( 10% )</b>			
			* Good structural condition			
			*Concrete, safe and with clean surroundings			
			* With fire extinguisher			
			Contract Effectivity : April 1, 2023			
			APPROVED BUDGET FOR THE CONTRACT= Php 550,000.00	Note: Please specify brand model/origin .		

PURPOSE: ADDITIONAL WAREHOUSE OF THE DSWD REGIONAL OFFICE FOR STORAGE OF STOCKPILE

PR No.: 2023-03-0431

(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.

## REQUEST FOR QUOTATION (RFQ) RECEIVING FORM

I hereby certify that I \_\_\_\_\_, of \_\_\_\_\_ has received the Request for Quotation (RFQ No. \_\_\_\_\_) from DSWD MIMAROPA Region intended for \_\_\_\_\_.

**Certified by:**

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

Contact No: \_\_\_\_\_

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.*