



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

REQUEST FOR QUOTATION

RFQ No. **2023-05-0708 NP-SVP**

Date: **May 16, 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) and [maediones@dswd.gov.ph](mailto:maediones@dswd.gov.ph) not later than **5:00 PM on May 23, 2023 (Tuesday)**. 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: **30 CD after receipt of approved Purchase Order**
- Place of Delivery: **DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., Malate, 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"**

**MARK ANTHONY E. DIONES**

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09565162748

Signature Over Printed Name  
(Supplier)

RFQ 2023-05-0708 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.	_____

[illegible]

PURPOSE:	Production of Advocacy and Promotional Materials for the New Branding of the SLP
PR No.:	2023-05-0708 NP-SVP

☐ VAT  
☐ Non-VAT

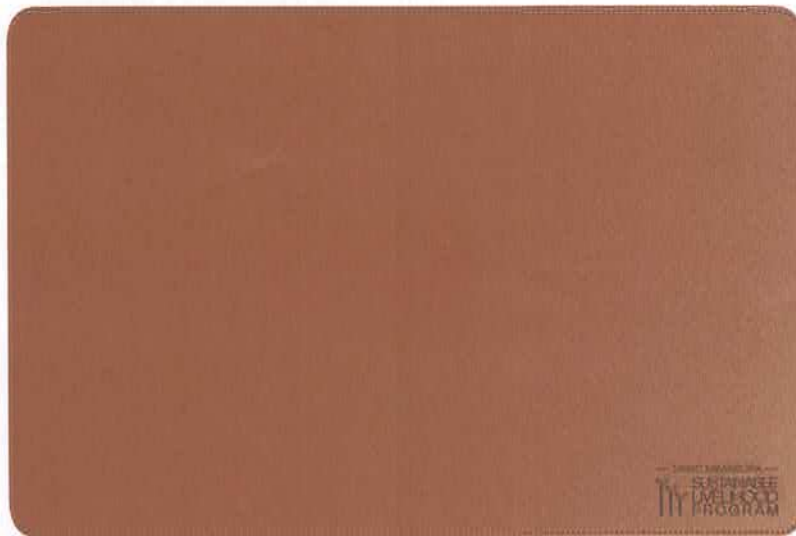
(Signature over Printed name)  
Supplier

**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.**



### LAPTOP MAT

Brown or gray laptop mat with embossed logo at the lower right  
Size: at least 12 x 24"



### UMBRELLA

Green umbrella preferably golf umbrella



Different off-white logos  
printed on both sides

## KEY HOLDER

Green key holder with embroidery/embossed logo  
Preferably with both belt loop and clip



— DSWD MIMAROPA —  
 SUSTAINABLE  
LIVELIHOOD  
PROGRAM

## ECOBAG

Choice of (1) white ecobag or canvas bag with full-color print or (2) green ecobag with one-color print

**OPTION 1.** White ecobag/canvas bag with full-color print on both sides



**OPTION 2.** White ecobag/canvas bag with full-color print on 1 side



**OPTION 3.** Green ecobag with full-color print on both sides



**OPTION 4.** Green ecobag with full-color print on 1 side



# LAYOUT DESIGN OF ADVOCACY AND PROMOTIONAL MATERIALS FOR THE NEW BRANDING OF SUSTAINABLE LIVELIHOOD PROGRAM

## SLP EXISTING LOGOS



Mula sa *PagSibel*  
hanggang sa *PagSulong*

Mula sa *PagSibel*  
hanggang sa *PagSulong*



Note: Please note that the SLP logo will be amended. Hence, the existing logo layout will be replaced with the new and enhanced logo (same placement) to be released by the NPMO. Moreover, these layouts/design are initially approved by the RPC.

## JACKET

Preferably hoodie black with zipper (waterproof) or any black and green design available from the supplier

FRONT AND BACK  
one-color embroidered logo

BACK VIEW PRINT  
one-color printed text at the back

