



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

REQUEST FOR QUOTATION

RFQ No. KC-2023-06-0231

Date: June 29, 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: [kcmimaropa-procurement@dswd.gov.ph](mailto:kcmimaropa-procurement@dswd.gov.ph) not later than **5:00 PM on JULY 6, 2023 (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,

HARVY B. CALABIO  
Administrative Officer V  
Procurement Section Head

29 JUN 2023

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 CD after receipt of approved PO**
- Place of Delivery: **SWADT PALAWAN**
- 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 "

Ma. Kahliet Kristal M. Ferranco

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09456535745/09152653142

Signature Over Printed Name  
(Supplier)

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

MOP: SHOPPING FOR GOODS

[illegible]

	VAT	Non-VAT
1. <i>Business type</i>		
2. <i>Business size</i>		
3. <i>Business age</i>		
4. <i>Business location</i>		
5. <i>Business sector</i>		
6. <i>Business revenue</i>		
7. <i>Business assets</i>		
8. <i>Business liabilities</i>		
9. <i>Business equity</i>		
10. <i>Business performance</i>		
11. <i>Business risk</i>		
12. <i>Business reputation</i>		
13. <i>Business compliance</i>		
14. <i>Business sustainability</i>		
15. <i>Business innovation</i>		
16. <i>Business growth</i>		
17. <i>Business expansion</i>		
18. <i>Business diversification</i>		
19. <i>Business consolidation</i>		
20. <i>Business restructuring</i>		
21. <i>Business liquidation</i>		
22. <i>Business bankruptcy</i>		
23. <i>Business insolvency</i>		
24. <i>Business reorganization</i>		
25. <i>Business merger</i>		
26. <i>Business acquisition</i>		
27. <i>Business divestiture</i>		
28. <i>Business spin-off</i>		
29. <i>Business joint venture</i>		
30. <i>Business partnership</i>		
31. <i>Business franchise</i>		
32. <i>Business licensing</i>		
33. <i>Business trademark</i>		
34. <i>Business patent</i>		
35. <i>Business copyright</i>		
36. <i>Business trade secret</i>		
37. <i>Business intellectual property</i>		
38. <i>Business goodwill</i>		
39. <i>Business intangible asset</i>		
40. <i>Business tangible asset</i>		
41. <i>Business fixed asset</i>		
42. <i>Business current asset</i>		
43. <i>Business long-term liability</i>		
44. <i>Business short-term liability</i>		
45. <i>Business equity capital</i>		
46. <i>Business debt capital</i>		
47. <i>Business operating income</i>		
48. <i>Business net income</i>		
49. <i>Business profit</i>		
50. <i>Business loss</i>		
51. <i>Business expense</i>		
52. <i>Business revenue</i>		
53. <i>Business sales</i>		
54. <i>Business purchases</i>		
55. <i>Business inventory</i>		
56. <i>Business accounts receivable</i>		
57. <i>Business accounts payable</i>		
58. <i>Business cash</i>		
59. <i>Business bank account</i>		
60. <i>Business credit card</i>		
61. <i>Business debit card</i>		
62. <i>Business check</i>		
63. <i>Business money order</i>		
64. <i>Business wire transfer</i>		
65. <i>Business direct deposit</i>		
66. <i>Business automatic payment</i>		
67. <i>Business bill payment</i>		
68. <i>Business loan</i>		
69. <i>Business mortgage</i>		
70. <i>Business car loan</i>		
71. <i>Business credit line</i>		
72. <i>Business overdraft</i>		
73. <i>Business bounced check</i>		
74. <i>Business NSF</i>		
75. <i>Business stop payment</i>		
76. <i>Business lost card</i>		
77. <i>Business stolen card</i>		
78. <i>Business fraud</i>		
79. <i>Business scam</i>		
80. <i>Business phishing</i>		
81. <i>Business identity theft</i>		
82. <i>Business credit freeze</i>		
83. <i>Business credit repair</i>		
84. <i>Business credit counseling</i>		
85. <i>Business debt consolidation</i>		
86. <i>Business bankruptcy filing</i>		
87. <i>Business creditor</i>		
88. <i>Business debtor</i>		
89. <i>Business trustee</i>		
90. <i>Business liquidator</i>		
91. <i>Business reorganizer</i>		
92. <i>Business merger advisor</i>		
93. <i>Business acquisition advisor</i>		
94. <i>Business divestiture advisor</i>		
95. <i>Business spin-off advisor</i>		
96. <i>Business joint venture advisor</i>		
97. <i>Business partnership advisor</i>		
98. <i>Business franchise advisor</i>		
99. <i>Business licensing advisor</i>		
100. <i>Business trademark advisor</i>		
101. <i>Business patent advisor</i>		
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103. <i>Business trade secret advisor</i>		
104. <i>Business intellectual property advisor</i>		
105. <i>Business goodwill advisor</i>		
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107. <i>Business tangible asset advisor</i>		
108. <i>Business fixed asset advisor</i>		
109. <i>Business current asset advisor</i>		
110. <i>Business long-term liability advisor</i>		
111. <i>Business short-term liability advisor</i>		
112. <i>Business equity capital advisor</i>		
113. <i>Business debt capital advisor</i>		
114. <i>Business operating income advisor</i>		
115. <i>Business net income advisor</i>		
116. <i>Business profit advisor</i>		
117. <i>Business loss advisor</i>		
118. <i>Business expense advisor</i>		
119. <i>Business revenue advisor</i>		
120. <i>Business sales advisor</i>		

**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 RECEIVING FORM

I Hereby certify that I \_\_\_\_\_, of \_\_\_\_\_ has received the **Request for**

**Quotation RFQ No.**                      **KC-2023-06-0231**                      from DSWD MIMAROPA Region intended for the

**Purchase Request for the Training Supplies for the Participatory BDP for Activity Facilitators cum BDP Municipal Roll-out of Narra, Balabac, Bataraza, Elnido, Linapacan, Aborlan, San Vicente, Araceli, Dumarang, Quezon, Rizal, Brookes Point, Sofronio Española, Roxas, Agutaya, Magsaysay, Cuyo, Cagayancillo and Taytay, Palawan**

**Certified by:**

\_\_\_\_\_  
(Signature Over Printed Name of Supplier)  
Contact: \_\_\_\_\_  
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.