



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

REQUEST FOR QUOTATION

RFQ No. 2023-09-1169 NP-SVP

Date: September 12, 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 September 19, 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,

  
HARVY 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: 15 CD after receipt of approved Purchase Order (3rd Week of September)
- 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 Cf. loc. 24052  
Contact Number: 09565162748

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



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

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

MOP: NP-SVP

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	58	piece	Sublimation Shirt with Collar Color: Full Color Materials: Polyester Neckline: Round Neck Sleeves: Short Sleeve With Approved printed text of DSWD MIMAROPA  Small - 15 Medium - 25 Large - 12 Extra Large - 4 XX Large - 1 XXXL - 1 ***Please refer to approved Design			
2	58	piece	Umbrella Specification: Two types of fabric polyester and nylon width 18 inches diameter Color: Navy Blue with DSWD MIMAROPA Logo ***Please refer to approved Design			
3	58	piece	Digital Gadget Storage Bag Specification: Color - Gray Size: 24.5*18.5*10.0cm 9.65*7.3*3.9 inch FS waterproof Digital Gadget Storage bag for cables, cord. ***Please refer to approved Design *** Nothing Follows***			
TOTAL APPROVED BUDGET FOR THE CONTRACT: Fifty-Eight Thousand Pesos Only (Php 58,000.00)						
				Note: Please specify brand model/origin .		

PURPOSE: Conduct of Protective Services Division's (PSD) Year-End Assessment and Planning Workshop CY 2023  
PR No.: 2023-09-1169 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.



**58 pcs**  
Sublimation Shirt with collar  
Color: Full Color  
Material: Polyester  
Neckline: Round Neck  
Sleeves: Short Sleeves

Small - 15  
Medium - 25  
Large - 12  
XL - 4  
2XL - 1  
3XL - 1





58 pcs

Digital gadget storage bag

Color: Gray

Material: Waterproof

Size: 24.5 x 18.5 x 10 cm



Font: Air Millhouse Italic



29 pcs  
Umbrella

Type: 2 Fold Automatic Open  
Color: Navy blue  
Material: Polyester and nylon  
Width when open : 36 inches in  
Diameter  
Height when folded: 11 inches



Font: Air Millhouse Italic



29 pcs  
Umbrella

Type: 2 Fold Automatic Open  
Color: Navy blue  
Material: Polyester and nylon  
Width when open : 36 inches in  
Diameter  
Height when folded: 11 inches