



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

REQUEST FOR QUOTATION

RFQ No. 2023-10-1303 NP-SVP

Date: October 27, 2023

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

Sir/Madam:

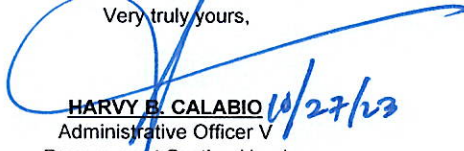
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 may be 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: [agsampan@dswd.gov.ph](mailto:agsampan@dswd.gov.ph) not later than **5:00 PM on November 3, 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,

  
**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: 15 CD upon receipt of approved PO
- Place of Delivery: Within MIMAROPA Region (Please see attached file for reference of Place of Delivery)
- 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 "

**ARIEL G. SAMPAN**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09984746898

Signature Over Printed Name  
( Supplier)



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

RFQ No. 2023-10-1303

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
			WHITE SANDO COTTON			
1	29	pcs	Small			
2	65	pcs	Medium			
3	54	pcs	Large			
			BRIEF COTTON			
4	59	pcs	Small			
5	91	pcs	Medium			
6	32	pcs	Large			
			PANTY COTTON			
7	12	PCS	Small			
8	12	pcs	Medium			
9	12	pcs	Large			
			SHORTS			
10	70	pcs	Small			
11	70	pcs	Medium			
12	40	Pairs	SOCKS ANKLE SIZE/WHITE COTTON			
13	20	pcs	Window Curtains - L-70" inches W-43" inches Color: Beige			
14	40	pcs	Bath Towel - White Cotton, 28" inches x 56" inches			
15	40	pcs	Face towel - White Cotton, 12" inches x 12" inches			
			***nothing follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: One Hundred Five Thousand Forty Pesos Only (Php 105,040.00)	Note: Please specify brand/model/origin.		

PURPOSE: Purchase of BPA Supplies for the support to BPA Operation in MIMAROPA Region  
 PR No.: 2023-10-1303 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.

**Boac Bahay Pag-Asa (BPA BOAC)**

Tabi, Boac, Marinduque

**BAHAY PAG-ASA YOUTH CENTER (BPYC)**

Palawan Agricultural Center, Irawan, Puerto Princesa City

**Provincial Government of Marinduque (BPA MARINDUQUE)**

Brgy Bangbangalon, Boac, Marinduque

**Bahay Pag Asa Puerto Princesa City (BPA PPC)**

Purok Paglaun IV, Brgy Mangingisda, Puerto Princesa City

**Bahay Pag Asa Sablayan (BPA Sablayan)**

Sitio Mapagmahal, Brgy Sto. Nino, Sablayan, Occidental Mindoro

**Bahay Pag Asa San Jose (BPA San Jose)**

Brgy Mangarin, San Jose Occidental Mindoro



SUBSIDIES	BPA PPC	BPYC	BPA BOAC	BPA MARINDUQUE	BPA SABLAYAN	BPA SAN JOSE	TOTAL
White Sando Cotton & Underwear	24	24	25	24	25	25	148
Small	8	8	8	8	8	8	
Medium	8	8	8	8	8	8	
Large	8	8	9	8	9	9	
Brief	32	32	32	32	32	32	192
Small	10	10	10	10	10	10	
Medium	12	12	12	12	12	12	
Large	10	10	10	10	10	10	
Panty/ Cotton				36			36
Small							
Medium				36			
Large							
Shorts / Cotton	24	24	23	23	23	23	140
Medium	12	12	11	11	11	11	
Large	12	12	12	12	12	12	
socks ankle size/ white cotton			40				40
window curtains/ L-70 inches W-43 inches, color beige			20				20
Bath towel/ white cotton/ 28 inches x 56 inches					40		40
Face towel/ white cotton/ 12 inches x 12 inches					40		40


Prepared by:

Reviewed by:

Noted by:

  
Anthony T. Mate  
Administrative Assistant I

  
Joanny Pepito  
Administrative Assistant III

  
Rdsal B. Roxas  
SWO III/ Team Leader