



## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

### REQUEST FOR QUOTATION

RFQ No. 2023-10-1355 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** 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 November 3, 2023 (Friday)**. 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: Within (15) Calendar Days upon receipt of Approved Purchase Order (PO)
- Place of Delivery: SWAD-T MIMAROPA Offices
- Terms of Payment: within 15-30 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 A. Luz**

Procurement Officer

Telefax: 5328-5111 to 07 loc. 24052

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.: 2023-10-1355

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. :

Item No.	Qty.	Unit		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
LOT 1 ROMBLON						
1			Mineograph Printing Service Provider			
			Specification:			
			a) Bond Paper- 4A Size, 80 gsm			
			b) Printed in Back To Back			
			Types of Forms			
	3,000	copies	MD Monitoring Tools/ Forms (2 pages)			
	2,000	copies	MD Assessment Tools/ Forms (2 pages)			
			*****Nothing follows*****			
			Approved Budget of the Contract : Php 15,000.00			
			PLACE OF DELIVERY: SWADT ROMBLON - ODIONGAN, ROMBLON			
LOT 2 MARINDUQUE						
1			Mineograph Printing Service Provider			
			Specification:			
			a) Bond Paper- 4A Size/Folio, 80 gsm			
			b) Printed in Back To Back			
			Types of Forms			
	10,000	copies	MD Monitoring Tools/ Forms (2 pages)			
	4,000	copies	MD Assessment Tools/ Forms (2 pages)			
	1,000	copies	Organization Assessment tools/Forms (3 pages)			
	3,000	copies	MD Final Assessment Report (FAR) Tools (2 pages)			
			*****Nothing follows*****			
			Approved Budget of the Contract: Php 55,500.00			
			PLACE OF DELIVERY: Capitol Compound (SWADT OFFICE), Bangbangaon, Boac, Marinduque			
LOT 3 PALAWAN						
1			Mineograph Printing Service Provider			
			Specification:			
			a) Bond Paper- 4A Size, 80 gsm			
			b) Printed in Back To Back			
			Types of Forms			
	25,000	copies	MD Monitoring Tools/ Forms (2 pages)			
	15,000	copies	MD Assessment Tools/ Forms (2 pages)			
	1,000	copies	Organization Assessment tools/Forms (3 pages)			
	5,000	copies	MD Final Assessment Report (FAR) Tools (2 pages)			
			*****Nothing follows*****			
			Approved budget of the Contract: Php 139,500.00			
			PLACE OF DELIVERY: JTR BLDG. PEO Compound Brgy. Bancao Bancao, Puerto Princesa City			
LOT 4 Oriental Mindoro						
1			Mineograph Printing Service Provider			
			Specification:			
			a) Bond Paper- 4A Size. 80 gsm			
			b) Printed in Back To Back			
			Types of Forms			
	11,500	copies	MD Monitoring Tools/ Forms (2 pages)			
	3,000	copies	MD Assessment Tools/ Forms (2 pages)			
	1,000	copies	Organization Assessment tools/Forms (3 pages)			
	5,000	copies	MD Final Assessment Report (FAR) Tools (2 pages)			
			*****Nothing follows*****			
			Approved Budget for the Contract: Php 63,000.00			
			PLACE OF DELIVERY: DSWD SWADT Office, Prov'l Capitol Complex, Camilmil, Calapan, City, Oriental Mindoro			
LOT 5 Occidental Mindoro						
1			Mineograph Printing Service Provider			
			Specification:			
			a) Bond Paper- 4A Size, 80 gsm			
			b) Printed in Back To Back			
			Types of Forms			
	15,000	copies	MD Monitoring Tools/ Forms (2 pages)			
	4,000	copies	MD Assessment Tools/ Forms (2 pages)			
	400	copies	Organization Assessment Tools/Forms (2 pages)			
	2,000	copies	EF Final Assessment Report (FAR) Tools (2 pages)			
	4,000	copies	MD Final Assessment Report (FAR) Tools (2 pages)			
			*****Nothing follows*****			
			Approved Budget for the Contract: Php 77,000.00			
			PLACE OF DELIVERY: SWADT OCCIDENTAL MINDORO - San Jose, Occidental Mindoro			
TOTAL APPROVED BUDGET FOR THE CONTRACT Three Hundred Fifty Thousand Pesos Only (Php 350,000.00)						
PAGE 1 OF 1						
Note: Please specify brand model/origin.						

PURPOSE: Mineograph Printing Service provider for printing of monitoring tools

PR No.: 2023-10-1355

☐ 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 Unit within three (3) days from the date advance copy was served thru fax. 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 a prospective supplier/service provider.*