



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

REQUEST FOR QUOTATION

RFQ No.: 2023-10-1304 NP-SVP A

Date: November 10, 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.

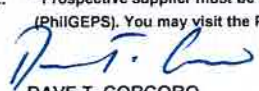
Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or email to: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph) not later than **5:00 PM on November 17, 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: Twenty (20) Calendar Days upon receipt of Approved Purchase Order (PO)
- Place of Delivery: See attached Annex A
- 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"

  
DAVE T. CORCORO  
Procurement Officer

Telefax: 5328-5111 to 5115 loc. 24052

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



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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
1	7	sack	COMMERCIAL RICE, 50 kilos/sack		
2	12	box	BROTH CUBE, Pork flavor, 6 cubes/box		
3	12	box	BROTH CUBE, Shrimp flavor, 6 cubes/box		
4	12	box	BROTH CUBE, Chicken flavor, 6 cubes/box		
5	1	gallon	COOKING OIL, One (1) gallon (3.2 liters)		
6	288	bottle	COOKING OIL, 350ml		
7	39	pouch	TOMATO SAUCE, 250g		
8	3	gallon	VINEGAR, One (1) gallon		
9	37	gallon	SOY SAUCE, One (1) gallon		
10	2	gallon	KETCHUP, Banana flavor, one (1) gallon		
11	2	bottle	OYSTER SAUCE, One (1) liter		
12	3	can	PINEAPPLE TIDBITS, 822g		
13	3	pack	PANCIT BIHON, 500g		
14	15	can	MEAT LOAF, 150g		
15	975	can	CORNER BEEF, 150g		
16	15	can	TUNA FLAKES IN OIL, 155g		
17	1,015	can	SARDINES, In tomato sauce flavor, 155g		
18	10	pack	SUGAR, Washed, 1kg		
19	5	pack	POWDERED MILK, 320gms		
20	5	can	CONDENSED MILK, 380g		
21	5	can	EVAPORATED MILK, 360g		
22	3	pack	PASTA, Macaroni, elbow, 1kg		
23	5	box	CHEESE, 500g		
24	4	pack	PASTA, Spaghetti, 900g		
25	4	pouch	SPAGHETTI SAUCE, 900g		
26	4	pack	BREADING MIX, 62g		
27	2	bottle	FISH SAUCE, Patis-flavoured sauce, 1L		
28	1	pack	BREAD CRUMBS, 1kilo		
29	7	pack	COFFEE, 3-in-1, 10 sachet/pack		
30	7	pack	OATMEAL, 1kg		
31	14	pack	CHOCOLATE POWDER, 24g, 12 sachet/pack		
32	3	can	SARDINES, Mackerel, in natural oil, 155g		
33	3	pouch	MAYONNAISE, 470ml		
34	3	jar	PEANUT BUTTER, 450ml		
			Note: See attached distribution list		
			>>>> NOTHING FOLLOWS <<<<		
			Date of Delivery: Twenty (20) calendar days upon receipt of approved Purchase Order (PO)		
			Area of Delivery:		
			> BOAC BAHAY PAG-ASA (BPA BOAC)		
			Tabi, Boac, Marinduque		
			Contact Person: MR. ANTHONY T. MATE		
			Contact Number: 0926-635-7446		
			TOTAL APPROVED BUDGET FOR THE CONTRACT One Hundred Seven Thousand Three Hundred Ninety-Six Pesos Only (Php 107,396.00)		
			Note: Please specify brand model/origin.		
			PAGE 1 OF 1		

PURPOSE: Purchase &amp; Delivery of Groceries for the Support to Bahay Pag-asa Operation and Residents.

PR No.: 2023-10-1304 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 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.