



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

REQUEST FOR QUOTATION

RFQ No. 2024-03-0251 Shopping-B  
Date: March 13, 2024

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

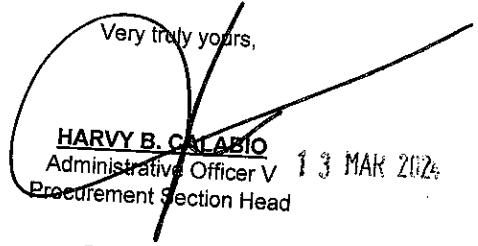
Sir/Madam:

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.

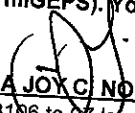
Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B.** If awarded, 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: [ejcnolasco@dswd.gov.ph](mailto:ejcnolasco@dswd.gov.ph)** not later than **5:00 PM on March 20, 2024 (Wednesday).** 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  
13 MAR 2024

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 after receipt of Approved Purchase Order
- Place of Delivery: DSWD MIMAROPA, 1680 F.T. Benitez corner Malvar Sts., 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"

  
**EMMA JOY C. NOLASCO**  
Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09994602492

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



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 Email Address : \_\_\_\_\_  
 Company TIN : \_\_\_\_\_  
 PhilGEPS Reg. No. : \_\_\_\_\_

Date: \_\_\_\_\_ (should be filled up by supplier)  
 MOP: Shopping-B

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
<b>LOT 1</b>			<b>TRAINING SUPPLIES FOR THE CONDUCT OF CONSULTATION DIALOGUE WITH SANGGUNIANG KABATAAN (SK) FEDERATION PRESIDENT AND LOCAL YOUTH DEVELOPMENT OFFICER</b>			
1	150	piece	Presentation/Pocket Folder, A4, 2 pockets, Color Blue			
2	150	piece	Sign pen, gel pen, .5mm, fine tech, high quality, Black			
3	10	piece	Permanent Marker, broad tip, Black			
4	1	pack	Sticker Paper, Glossy, a4 size, 20pcs/pack			
5	1	piece	Parchment Paper, A4 size, 85gsm, 100pcs/pack			
6	150	piece	Certificate Holder, A4 size, Materials is made of cardboard, 2 hangers at te back for portrait and landscape orientation, Color: Navy Blue			
7	5	pack	Colored Paper, A4 size, good quality, 50pcs/pack (Colored: Green, Yellow, Pink)			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Twenty Six Thousand Eight Hundred Fifty Pesos Only (Php26,850.00)			
<b>LOT 2</b>						
1	179	piece	Black Waterproof Portable Transparent Wash Travel Bag Pouch Organizer (31cm (L) x 12 (W) xx 22 cm (H)			
			*****NOTHING FOLLOWS*****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Twenty Six Thousand Eight Hundred Fifty Pesos Only (Php26,850.00)			
				Note: Please specify brand model/origin .		

PURPOSE: TRAINING SUPPLIES FOR THE CONDUCT OF CONSULTATION DIALOGUE WITH SANGGUNIANG KABATAAN (SK) FEDERATION PRESIDENT AND LOCAL YOUTH DEVELOPMENT OFFICER  
 PR No.: 2024-03-0251

\_\_\_\_\_  
 (Signature over Printed name)  
 Supplier

VAT  
 Non-VAT

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.

