



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

REQUEST FOR QUOTATION

RFQ No. 2024-05-0419 NP-SVP

Date: May 22, 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: procurement.fomimaropa@dswd.gov.ph and maediones@dswd.gov.ph** not later than **5:00 PM on May 29, 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
5/22/2024

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: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)
- Place of Delivery : MIMAROPA Youth Center Poblacion, Bansud, Oriental Mindoro
- 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 to register "


MARK ANTHONY E. DIONES

Telefax: 5336-8106 to 07 lsc-24052
Contact Number: 09565162748

Signature Over Printed Name
(Supplier)



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RFQ No. 2024-05-0419 NP-SVP

Date: _____ (should be filled up by supplier)

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPSS 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	40	Pcs	Holy Bible Tagalog (Luma at Bagong Tipan)			
2	40	Pcs	Bible Story & Coloring Book (Tagalog)			
3	5	Pcs	Devotional Book			
4	20	Pcs	Pagkaing Pang Espiritual Booklet (Vol. 1-20)			
5	20	Pcs	Our Daily Bread Booklet (Vol. 1-20)			
6	20	Pcs	Bible Jumbo Coloring & Activity Book			
7	20	Pcs	Bible Comic Book (Tagalog)			
8	5	Pcs	Life Guide Christian Living Bible Study Series			
9	2	Pcs	Religious Song Book Guide			
10	3	Pcs	Prayer Guide Book			
11	10	Pcs	Rosary Booklet Guide (tagalog)			
12	30	Pcs	Cardstock Paper (White/Brown)			
13	2	Roll	Self Adhesive Magnetic Tape (3m) 2, 1 x 1.5mm, 1 Meter			
14	3	Roll	Clear Tape (1/2 inch)			
15	5	Set	Acrylic Paint (Assorted Color)			
16	5	Pcs	Paint Brush #2			
17	2	Pcs	Water Color (48 Colors)			
18	2	Set	Permanent Marker Fine Point (Black)			
19	3	Ream	Vellum Paper A4, 180/200 gsm 100 sheets			
20	2	Roll	Satin Ribbon 6mm 25 yards or 22 meters			
21	10	Pack	Canvass Board (40x50)			
22	1	Pc	Storage Box 80 Liters with Keyhole and Wheels			
*** Nothing Follows***						
TOTAL APPROVED BUDGET FOR THE CONTRACT: Fifty Thousand Three Hundred Two Pesos Only (Php 50,302.00)						
				Note: Please specify brand model/origin .		

PURPOSE: Purchase of Materials and Supplies for Spiritual Activities of MIMAROPA Youth Center (MYC) Residents CY-2024
PR No.: 2024-05-0419 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.