



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

REQUEST FOR QUOTATION

RFQ No. 2024-08-0777 NP - SVP

Date: AUGUST 14, 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](mailto:procurement.fomimaropa@dswd.gov.ph) and [bfcumigad@dswd.gov.ph](mailto:bfcumigad@dswd.gov.ph) not later than **5:00 PM on August 19, 2024 (Monday)**. 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 8/14/24  
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: 7 Calendar Days upon receipt of Approve P.O
- Place of Delivery: DSWD FO - MIMAROPA, 1680 F.T Benitez cor., 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 "

  
BRYAN F. CUMIGAD

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09203446606

Signature Over Printed Name  
(Supplier)



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Company Name : \_\_\_\_\_  
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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
<b>Booth Materials for SLP Alunsina: Kabuhayan Convention Participation</b>						
1	1	piece	<b>Life size standee of Morion</b> Size: 6ft height and 2ft width Made of sintra board with backbone stand			
2	4	piece	<b>Moriones Head Paper Mache</b> Size: length is 10" x width is 8" can we wearable, as mask			
3	1	piece	<b>Customize MIMAROPA Lighted Signage</b> acrylic signage in different colors with light mounted on a white acrylic rectangular base with rectangular box/acrylic on top (same size as the base) Size of MIMAROPA signage: 3.5 ft x 1.2ft Size of base & upper rectangle box: 3.5ft x 1ft			
4	12	piece	<b>6" White Wooden Letters</b> A - 6pcs; N - 1pc; R - 2pcs; S - 1pc; T-1pc; Y - 1pc			
5	2	piece	<b>Necklace Holder Stand (Small)</b> Velvet necklace rack for necklace display Small size: 15cm; Color: 1 black & 1 red			
6	2	piece	<b>Necklace Holder Stand (Medium)</b> Velvet necklace rack for necklace display Medium size: 25cm; Color: 1 black & 1 red			
7	1	piece	<b>3 - Layer Bracelet Stand Holder</b> Size: 30cm x 16.5 cm x 25cm Base: 10 x 7 cm (LxW) Color: black or white			
8	2	piece	<b>Bracelet Stand Holder (1 layer)</b> Size: length is 23cm, height is 15cm, diameter is 5cm Material: Velvet; Color: black, red or white			
***** PAGE 1 OF 2*****						
				Note: Please specify brand model/origin .		

PURPOSE: Booth Materials for SLP Alunsina: Kabuhayan Convention Participation

PR No.: RFQ No. 2024-08-0777

\_\_\_\_\_  
(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.**



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			<b>Booth Materials for SLP Alunsina: Kabuhayan Convention Participation</b>			
9	1	Set	<b>Basic Tools in Toolbox</b> High - quality toolbox inclusive of hammer, combination of 1, 1 1/4 and 2 1/2 common wire nails, 2 pliers (long-nosed and cutting/flat / linesman), 2 screwdrivers (flathead & Philips), tape measure, cutter and 1 set of Allen wrench			
10	1	piece	<b>Black Garden Net</b> Size: atleast 4x6 meters, grid-style			
11	2	piece	<b>Sack Bag XL</b> Size is atleast 2.3 ft(H) x 2ft (W) x 1 ft base Double zipper, full stitches from below to handle Waterproof, thick sack bag			
12	2	piece	<b>Sack Bag Medium</b> Size atleast 2ft (H) x 1.5ft(W) x 0.5 ft base			
13	1	Pack	<b>Multi-purpose White Sando Plastic Bag</b> Size: Small (8.5 x 15.5")			
14	1	Pack	<b>Multi-purpose White Sando Plastic Bag</b> Size: Medium (9.8 x 17.8")			
15	6	Yard	<b>Ethnic Fabric</b> Made of acrylic thread handwoven with different cordilleran tribe			
16	1	Grams	<b>Nylon String</b> 0.9 mm thickness, 500 grams			
17	30	Piece	<b>45mm Metal Ring Binder</b>			
18	30	Piece	<b>45mm Metal Ring Binder</b>			
			***** PAGE 2 OF 2*****			
			***NOTHING FOLLOWS***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Thirty Thousand Pesos Only (Php 30,000.00)			
				Note: Please specify brand model/origin .		

PURPOSE: Booth Materials for SLP Alunsina: Kabuhayan Convention Participation  
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VAT  
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