



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

REQUEST FOR QUOTATION

RFQ No. KC-2024-09-0108  
 Date: September 12, 2024

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

Sir/Madam:

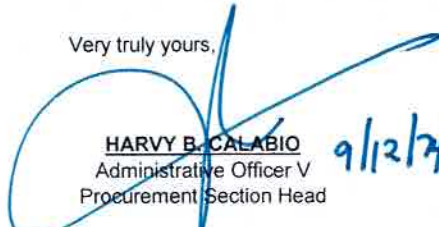
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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: [samdomingo@dswd.gov.ph](mailto:samdomingo@dswd.gov.ph) not later than **5:00 PM on September 16, 2024 (Monday)**. Quotations submitted to different email addresses 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  
 9/12/24

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: 20 days upon receipt of final layout
- Place of Delivery: DSWD MIMAROPA FIELD OFFICE 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"

  
**SHEIWE ANN G. DOMINGO**  
 Procurement Officer  
 Telefax: 5936-8106 to 07 loc. 24052  
 Contact Number: 0910-750-7941

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



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RFQ No.: KC-2024-09-0108

Date: \_\_\_\_\_ (should be filled up by supplier)

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

MOP: SHOPPING FOR NON-CONSULTING SERVICES

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	100	pc	<b>Travel Organizer</b> Material: Polyester Size: 19*11*5cm double layer Grid Layered Design, Sandwich design Bearing the DSWD Logo, KALAHI-CIDSS Logo Colors: Black 25, Red 25, Blue, 25, Beige 25			
2	100	pc	<b>Catcha Cloth Bag</b> Blended Jute Fabric Cotton Web Handles Fully lined interior Zip Closure Large Imprint Area Size: 15.5" x 17" x 4.5" Silk Screen Printing/Sublimation Printing Color and Qty: Black - 20, White - 20, Blue - 20, Yellow - 20, Green - 20 Print: Side 1, Magkalahi Tayo Pilipinas, DSWD Logo, KALAHI-CIDSS Insignia, Bagong Pilipinas Logo Print: Side 2, I am a community volunteer text			
3	100	pc	<b>Umbrella</b> Double Canopy Umbrella, 39 inches end-to-end 20pcs/color: White, Blue, Red, Green, Yellow			
4	100	pc	<b>Customized Jacket</b> Specification: Material: American/Brushed Twill Color: Blue to Dark Blue High Quality Printing of the Logos and marks as seen in the sample; Size: Standard Small, Medium, Large, XL, XXL, 3XL Jacket Type: Coat Styled Jacket  Printing and Branding Texts: "PARTICIPATORY BARANGAY DEVELOPMENT PLANNING" "TRAINER" Logos, Ensignias and Marks for the following: DSWD, KALAHI-CIDSS, DILG, LGA, BAGONG PILIPINAS Qty: S: 10, M: 20, L: 40, XL: 21, XXL: 6, XXXL: 3			
<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> Three Hundred Forty Thousand Pesos Pesos Only Php 340,000.00 ***Page 1 of 2***						

PURPOSE: Production of IEC, Advocacy and collateral materials for KALAHI-CIDSS

PR No.: KC-2024-09-00109

(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. shall be the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future bidings.



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RFQ No.: KC-2024-09-0108

Date: \_\_\_\_\_ (should be filled up by supplier)

MOP: SHOPPING FOR NON-CONSULTING SERVICES

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

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
5	100	pc	<b>Water Flask</b> 800 ml Wide Mouth with Spout Lid Vacuum Insulated Stainless Steel Drinking Water Printed with DSWD, KALAHI CIDSS Logo Colors and Qty: Red 30, Blue 30 and Black 40			
6	100	pc	<b>Customized CDD Advocacy Folder</b> Spread Size: 18in x 12in, Folded Size: 9in x 12in Full-color printing C2S 300GSM			
7	100	pc	<b>Laptop Mat</b> Synthetic leather Laptop Mat Supports full-sized keyboard with more than enough room for mouse Anti-slip rubber base. Cloth surface Size: 12x24 inches			
8	78	pc	<b>PowerBank</b> Capacity: 10000mAh/10400mAh/15000mAh, Type-C Input DC 5V/3A, 9V/2A, Micro USB Input DC 5V2A, Size: 8x2 inches, Battery Type: Lithium Polyme, Powerbank Features: Quick Charge 2.0, Full Charging Time: 2hrs Colors: Black - 18, White - 15, Blue - 15, Green - 15, Yellow - 15 <b>***NOTHING FOLLOWS***</b>			
<p><b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>                  Three Hundred Forty Thousand Pesos Pesos Only                  Php 340,000.00</p> <p>***Page 2 of 2***</p>						

PURPOSE: Production of IEC, Advocacy and collateral materials for KALAHI-CIDSS  
 PR No.: KC-2024-09-0109

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.



REQUEST FOR QUOTATION RECEIVING FORM

I Hereby certify that I \_\_\_\_\_, of

\_\_\_\_\_ has received the Request for

Quotation RFQ No. **KC-2024-09-0108** from DSWD MIMAROPA Region intended for the

Production of IEC, Advocacy and collateral materials for KALAHI-CIDSS

Certified by:

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

Contact: \_\_\_\_\_

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 prospective supplier/service provider.

**Omnibus Sworn Statement**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this 27 day of May, 2024 at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

TRAVEL ORGANIZER



POWERBANK

Front



Back



CATCHA CLOTH BAG

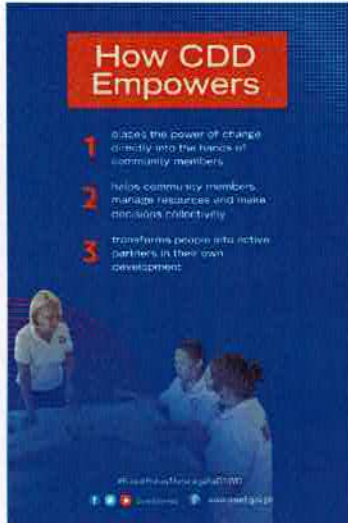
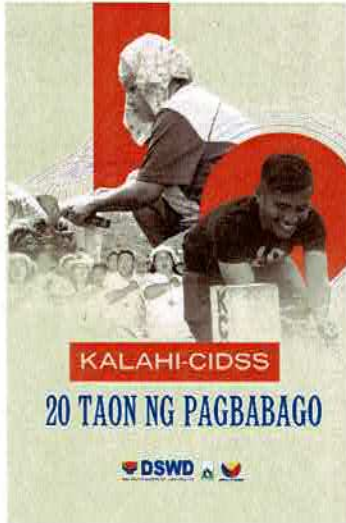
DESIGN 1 - SIDE A



DESIGN 1 - SIDE B



**CDD ADVOCACY FOLDER**



**LAPTOP MAT**



**WATER FLASK**





**UMBRELLA**

**Side 1**



**Side 2**



**JACKET**

