



REQUEST FOR QUOTATION

RFQ No. 2024-08-0842 NP-SVP
 Date: October 18 2024

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

Sir/Madam:

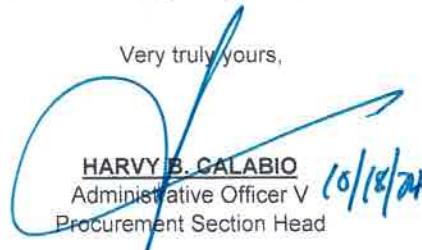
Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or 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 October 25, 2024 (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. GALABIO
 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: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)
- Place of Delivery : DSWD MIMAROPA (1680 F.T. Benitez cor. Malvar St., 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 to register "

MARK ANTHONY E. DIONES
 Telefax: 5336-8106 to 07 loc. 24052
 Contact Number: 09565162748

 Signature Over Printed Name
 (Supplier)



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

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Date: _____ (should be filled up by supplier)

MOP: NP-SVP

Company Name : _____
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 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
1	20	pcs	Token A (DSWD MIMAROPA Corporate Jacket) Specifications: Item: Corporate Jacket Color: Black Fabric: Microfiber/cotton Twill/Brushed Twill Design: Based on approved jacket type, style and logo placement (Please see attached file) Packaging: must be individually packed			
2	45	pcs	Token B (DSWD MIMAROPA Polo Shirt) Specifications: Item: Collared Polo Shirt Color: White Sleeve Type: Short Sleeve Size: Small Medium, Large,XL, 2XL Packaging: must be individually packed			
3	2	pcs	Token C (Framed DSWD Red Vest) Specifications: Item: Red Vest Memento Color: Red Fabric: Polyester Cotton Design: Based on approved vest type, style and logo placement (Please see attached file) Others: with embroidered DSWD MIMAROPA Logo Packaging: must be carefully wrapped in a protective sheet/ wrapping paper as covering			
4	2	pcs	Plaque for Salamat-Mabuhay Awardee Specifications: Large size (10 x 15 inches in height), rectangular wooden plaque; Customized (background, letter style, design etc.); Comes with individual box and paper bag, with print, design (Please see attached file)			
5	31	pcs	Certificate Holder Size: A4 Color: Black or Blue Features: Landscape Orientation *** Nothing Follows***			
TOTAL APPROVED BUDGET FOR THE CONTRACT: Sixty-Five Thousand Eight Hundred Pesos Only (Php 65,800.00)						
				Note: Please specify brand model/origin .		

PURPOSE: Provision of incentive to DSWD MIMAROPA personnel
 PR No.: 2024-08-0842 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.