



REQUEST FOR QUOTATION

RFQ No. 2024-10- 1023  
 Date: October 24, 2024

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

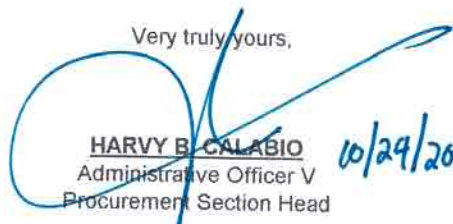
Sir/Madam:

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)** not later than **5:00 PM of 29 October, 2024 (Tuesday)**. Quotations submitted to the 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

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: October- December 2024
- Place of Delivery: within the Philippines
- 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 "

**Procurement Officer**  
 Telefax: 5328-5111 to 51115 loc. 24052  
 Contact Number: 09984746898

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



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

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

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 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
1	1	LOT	Service Provider for Courier Services for 2024 (Additional)			
			NEXT DAY DELIVERY			
			<i>Express Letter - Maximum of 100 grams (actual amount will be computed in excess of 100 grams or fraction thereof)</i>			
✓	300	packs	Metro Manila			
✓	300	packs	Luzon			
✓	25	packs	Visayas			
✓	25	packs	Mindanao			
			<i>One Pounder- Minimum of 500 grams (actual amount will be computed in excess of 500 grams of fraction thereof)</i>			
✓	400	packs	Metro Manila			
✓	400	packs	Luzon			
✓	25	packs	Visayas			
✓	25	packs	Mindanao			
			<i>Pounder- Minimum of 1,500 grams (actual amount will be computed in excess of 500 grams or fraction thereof)</i>			
✓	365	packs	Metro Manila			
✓	360	packs	Luzon			
✓	30	packs	Visayas			
✓	30	packs	Mindanao			
			ORDINARY DELIVERY			
			<i>LEGAL SIZE -Minimum of 20 grams ( actual amount in excess of 20 grams or fraction thereof)</i>			
✓	200	packs	Metro Manila			
✓	200	packs	Luzon			
✓	10	packs	Visayas			
✓	10	packs	Mindanao			
			<i>BROWN ENVELOPE- Minimum of 500 grams (actual amount in excess of 500 grams or fraction thereof)</i>			
✓	150	packs	Metro Manila			
✓	150	packs	Luzon			
✓	10	packs	Visayas			
✓	10	packs	Mindanao			
			PAGE 1 OF 2			

PURPOSE: SERVICE PROVIDER FOR COURIER SERVICES FOR 2024 (ADDITIONAL)  
 PR No.: 2024-10-1023

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

VAT  
 Non-VAT



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

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 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
			GENERAL CARGO- Minimum of 3 kilos ( actual amount in excess of kilos or fraction thereof)			
✓	150	packs	Metro Manila			
✓	150	packs	Luzon			
✓	5	packs	Visayas			
✓	5	packs	Mindanao			
			<b>Qualifications of Service Provider:</b>			
			1. At least five (5) years experience in courier /forwarding service both for local and foreign consignees			
			2. Has the necessary capital, tools, materials , qualified personnel and expertise to perform the required services			
			3. Licensed as courier/forwarder			
			4. Has license/permit to operate private express and /or messengerial delivery			
			5. Has Business Permit			
			6. Can deliver door to sevicees to MIMAROPA Provinces			
			<b>SCOPE OF WORK:</b>			
			1. Pick up documents from DSWD MIMAROPA Records Section as scheduled (Mondays to Fridays , not later than 5:00 P.M but not earlier 2:00 P.M and /or on a Per-Call basis of urgent deliveries( with weighing scale , to determine the actual weight)			
			2. Deliver documents to all recipients nationwide the following day from receipt of documents from he DSWD MIMAROPA Records			
			3. Provide pouches to accommodate documents weighing one gram (1 gm) and more			
			4. Consolidate /Pack and deliver the documents to the consignees nationwide and international in different pouches			
			5. Assume full responsibility for the care and custody of the deliveries			
			6. Provide insurance for the deliveries in case of loss, damage and /or theft			
			7. Submit proof of deliveries (POD ) (can be track and trace system) after receipt and complete supporting documents such as summary billing, invoice receipts for processing of documents for payment			
			8. Give feedback in case of delay during natural calamity and other uncontrollable circumstances			
			9. Immediately inform the department and return the documents the following day to the DSWD MIMAROPA			
			10. Provide DSWD Records Section with a list of out of delivery coverage			
			* ACTUAL BILLING BASED ON ACTUAL DELIVERIES			
			*Mode of Payment: On Account - Monthly (Send Bill Arrangement)			
			APPROVED BUDGET FOR THE CONTRACT:			
			Five Hundred Seventy Five Thousand Eight Hundred Eighty Three Pesos (Php 575,883.00)			
			PAGE 2 OF 2			

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(Signature over Printed name)  
Supplier

VAT  
 Non-VAT

## NOTICE

Any solicitations in any form and for any purpose using the name or acting for and on behalf of DSWD Field Office MIMAROPA is unauthorized, unlawful, and should be disregarded.

We strongly urge everyone to **exercise caution and not engage with anyone claiming to represent DSWD Field Office MIMAROPA** in such a manner.

To avoid misrepresentation, **please only contact our authorized personnel via email or phone.** You may reach us through:

### **Bids and Awards Committee Secretariat**

DSWD Field Office MIMAROPA

1680 F.T. Benitez corner Malvar Streets, Malate, Manila

Trunk Line Number: (02) 5328-5111 to 5115 local 24052

Email Address: [procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)

Website: <http://www.fo4b.dswd.gov.ph>

## REQUEST FOR QUOTATION (RFQ) RECEIVING FORM

I hereby certify that I \_\_\_\_\_, of \_\_\_\_\_ has received the Request for Quotation (RFQ No. \_\_\_\_\_) from DSWD MIMAROPA Region intended for \_\_\_\_\_.

**Certified by:**

\_\_\_\_\_

(Signature Over Printed Name of Supplier)

Contact No: \_\_\_\_\_

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 (Revised)

*[shall be submitted with the Bid]*

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 \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*