



## 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.*





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

**REQUEST FOR QUOTATION**

RFQ No. 2025-01-0040  
Date: January 14 2024

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

VAT  NON-VAT

**Sir/Madam:**

The Department of Social Welfare and Development Field Office MIMAROPA will undertake an Alternative Method of Procurement in accordance with **Section 52.1.b -Shopping B**. 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.

<b>Name of Project</b>	:	Purchase of Office Supplies for the MIMAROPA Youth Center MYC for CY 2025
<b>Approved Budget for the Contract (ABC)</b>	:	Ninety-Nine Thousand Nine Hundred Seventy-Six Pesos Only (Php 99,976.00)

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein. All bids higher than the **Approved Budget for the Contract (ABC)** shall automatically be disqualified.

Please accomplish and submit this form together with Annex A and B 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 **8:00 AM of 21 January, 2025 (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]**.

**Interested supplier/service provider is required to submit the following documents:**

1. *Platinum PHILGEPS Registration only with valid and current annexes;*
2. *For RED membership:*
  - a. *Current Mayor's/ Business Permit*
  - b. *PHILGEPS Registration Number*
  - c. *Latest Income and Business Tax Return (For ABC above 500K)*
  - d. *SEC Registration/DTI Certificate*
3. *BIR Form 2303 (Certificate of Registration)*

The Head of the Procuring Entity (HoPE) of the DSWD Field Office MIMAROPA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

Very truly yours,  
  
**HARVEY B. CALABIO** 1/14/25  
 Administrative Officer V  
 Procurement Section Head

Received by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 (Signature over Printed Name)

**TERMS AND CONDITIONS:**

1. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
  2. Price Validity shall be valid until: One Hundred Twenty (120) Calendar days
  3. Services shall be delivered on: Fifteen (15) Calendar days upon receipt of approved Purchase Order (P.O)
  4. Place of Delivery: MIMAROPA Youth Center Poblacion, Bansud, Oriental Mindoro
  5. Payment shall be processed after delivery and upon submission of the required supporting documents in accordance with the existing government accounting rules and regulations . Please take note that the corresponding bank transfer fee ( if non Land Bank of the Philippines account) shall be charged to the supplier's/contractor's account.
  6. Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
- Account Name:** \_\_\_\_\_ **Account Number :** \_\_\_\_\_  
*(should be the exact account name as registered in the bank)*
- Bank Name:** \_\_\_\_\_ **Branch:** \_\_\_\_\_
7. 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.
  8. For goods please indicate brand, model , country of origin and warranty
  9. In case of discrepancy between unit cost and total cost, unit cost shall prevail. In case of total figures and words, the latter shall prevail.
  10. Bidders shall provide correct and accurate information required in the form. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
  11. The item/s shall be delivered according to the requirements specified in the Technical Specifications/ Scope of Work/Terms of References. The DSWD shall have the right to inspect and /or to test the goods/services to confirm their conformity to the Technical Specifications/Scope of Work/Terms of Reference.
  12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

**After having carefully read and accepted the Instructions and Terms and Conditions , I/We submit our quotation for the item/s stated in Annex B.**

**Conforme:**

Signature Over Printed Name : \_\_\_\_\_  
 Position/Designation : \_\_\_\_\_  
 Name of Company : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Email Address : \_\_\_\_\_

**IMPORTANT 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.fo4b.dswd@gov.ph](mailto:procurement.fo4b.dswd@gov.ph)  
 Website: <http://www.fo4b.dswd.gov.ph>

  
 Procurement Officer-in-Charge : Mark Anthony E. Diones  
 Contact Number : 09565162748



**DSWD FIELD OFFICE MIMAROPA  
PRICE QUOTATION FORM**

DATE : \_\_\_\_\_

RFQ NO: 2025-01-0040

COMPANY NAME : \_\_\_\_\_

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either "COMPLY" or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance." Please indicate the BRAND being offered if applicable.	Unit Cost	Total Cost
1	10	Box	Smooth Ink Pen, Black, 0.5mm, 12pcs/box			
2	5	Box	Smooth Ink Pen, Blue, 0.5mm, 12pcs/box			
3	1	Box	Folder, expanded, long (green) 100pcs/pack			
4	2	Box	White Folder Long 100pcs.Box			
5	50	Piece	Lever Arch Folder Horizontal; size A4			
6	5	Pack	Colored Paper/ Assorted 100pcs/pack			
7	10	Pack	Cartolina Assorted Colors 25pcs/color			
8	75	Ream	Paper.Copy. Multi-Purpose, A4, 80gsm			
9	30	Ream	Paper.Copy. Multi-Purpose, Legal, 80gsm			
10	12	Roll	Tape, Double-Edged, 1" without Cushion			
11	20	Roll	Tape, Double-Edged, 1" with Cushion			
12	10	Pack	Photo Paper, Glossy, A4, 230gsm, 210 x 297mm 20sheets/pack			
13	1	Roll	Laminating Film Roll H:9 inches 250 Microns L: (50meters)			
14	10	Box	Marking Pen Whiteboard Black 10pcs,box			
15	10	Box	Marking Pen Permanent Black 10pcs,box			
16	30	Pcs	Record Book, 300 Pages Smythe sewn			
17	20	Pcs	Record Book, 500 Pages Smythe sewn			
18	2	Box	Sign Pen, 0.3mm, Black, 12pcs/box			
19	1	Box	Sign Pen, 0.3mm, Blue, 12pcs/box			
20	10	Roll	Tape, masking 24mm, 50meters Length			
21	10	Roll	Tape, masking 48mm, 50meters Length			
22	10	Roll	Tape Transparent, 24mm, 50 meters Length			
23	10	Roll	Tape Transparent, 48mm, 50 meters Length			
24	10	Roll	Tape, Packaging, 48mm 50meters Length			
25	10	Box	Staple Wire #35			
26	30	Piece	Ink Black 003 (65ml), Epson L3210			
27	10	Piece	Ink Cyan 003 (65ml), Epson L3210			
28	10	Piece	Ink Magenta 003 (65ml), Epson L3210			
29	10	Piece	Ink Yellow 003 (65ml), Epson L3210			
30	5	Pack	Illustration Board size 1/8 12 pcs/pack			
31	3	Pack	Illustration Board size 1/4 12 pcs/pack			
32	100	Pcs	Glue Stick			
33	12	box	Index Tab White 5 set per box			
34	10	Pack	Vellum Paper A4 12pcs/pack			
35	15	Piece	Tape Dispenser			
36	5	Piece	Paper Puncher 2 hole			
37	5	Piece	Heavy Duty Sharpener			
38	5	Piece	Paper Cutter size long			
39	10	Piece	Correction Tape			
40	10	Piece	Sticky Note with sign here			
41	1	Pack	Folder, expanded, long (Yellow) 100pcs/pack			
42	4	Piece	Cork Board 40cm x 60 cm			
43	5	Piece	Scissor Big			
			***NOTHING FOLLOWS***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT: Ninety-Nine Thousand Nine Hundred Seventy-Six Pesos Only (Php 99,976.00)			
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

Submitted by: \_\_\_\_\_

Signature Over Printed Name

Position/Designation