



REQUEST FOR QUOTATION

RFQ No. 2025-01-0033  
Date: November 19, 2025

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 through Negotiated Procurement in accordance with **Section 35.11 - Negotiated Procurement - Community Participation of New Government Procurement Act or RA 12009**. 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.

Name of Project	: Purchase of Fish Products for the MIMAROPA Youth Center (MYC) Residents for CY 2026
Approved Budget for the Contract (ABC)	: Seven Hundred Thousand Pesos Only (Php 700,000.00)

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: [samdomingo@dswd.gov.ph](mailto:samdomingo@dswd.gov.ph)** not later than **8:00 AM of 25 November 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:

**Legal Requirements**

- a. Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSG, registration from NGA<sup>1</sup> or LGU<sup>2</sup>.
- b. A sworn affidavit (Appendix "1") executed by the head or its authorized representative that affirms that:
  - i. none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HoPE, a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and
  - ii. none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.

**Technical Requirement**

- c. Statement of all its completed contracts similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, at an equal or higher established standards (Appendix 2). The end user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.

**Financial Requirements**

- d. Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.

For Organized CSG that has participated in any government Community-based Project for the past two (2) years:

- e. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and
- f. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.

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 70 of the IRR of RA No.12009, without thereby incurring any liability to the affected bidder or bidders.

Very truly yours,  
  
**KENNETH M. MONTENEGRO**  
 Administrative Officer V  
 Procurement Section Head  
 NOV 19 2025

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



DSWD FIELD OFFICE MIMAROPA

ANNEX A

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: Weekly basis
4. Place of Delivery: MIMAROPA Youth Center (MYC), 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. 12009 and its approved 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.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)  
Website: <http://www.fo4b.dswd.gov.ph>

Procurement Officer-in-Charge :

  
SHEIVE ANN M. DOMINGO

Contact Number : 0910-750-7941



**DSWD FIELD OFFICE MIMAROPA  
PRICE QUOTATION FORM**

Annex B

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

RFQ NO: 2025-01-0033

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 the statement of compliance 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	300	kilo	Bangus			
2	300	kilo	Galunggong			
3	50	bottle	Bagoong			
4	150	kilo	Hasa-Hasa			
5	150	kilo	Hipon Small			
6	300	kilo	Tilapia			
7	200	kilo	Tamban			
8	200	kilo	Tuyo Tamban			
9	100	kilo	Tuyo Galunggong			
10	201	kilo	Lagidlid			
11	200	kilo	Lumahan			
12	200	kilo	Dalagang Bukid			
13	130	kilo	Tambakol/Gulyasan			
14	54	kilo	Alamang			
15	70	kilo	Tahong			
16	50	kilo	Suso			
17	20	kilo	Halaan			
18	99	kilo	Pusit			
			***Nothing Follows***			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			Seven Hundred Thousand Pesos Only (Php 700,000.00)			
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

Submitted by: \_\_\_\_\_  
Signature Over Printed Name  
Position/Designation

## MEMORANDUM FROM THE SECRETARY

**FOR :** **ALL CONCERNED OFFICIALS**  
Enhanced Partnership Against Hunger and Poverty Program  
Program Management Bureau  
*Supplementary Feeding Program*  
*Centers and Residential Care Facilities*  
Sustainable Livelihood Program  
Bangsamoro Umpungan Sa Nutrisyon (BangUn) Project  
Administrative Service-Procurement Management Division  
Financial Management Service  
Legal Service

**ALL REGIONAL DIRECTORS**  
DSWD Field Offices CAR, NCR, I-XII and Caraga

**SUBJECT :** **REITERATION ON THE UTILIZATION OF NEGOTIATED PROCUREMENT COMMUNITY PARTICIPATION (NPCP) IN THE IMPLEMENTATION OF DSWD FEEDING PROGRAMS**

In accordance with Section 11 of Republic Act No. 11321, both national and local government agencies are mandated to directly procure agricultural and fishery products from accredited cooperatives and enterprises of farmers and fisherfolks.

As the chair of the Inter-agency Task Force on Zero Hunger and the lead agency for the Enhanced Partnership Against Hunger and Poverty (EPAHP), our department is dedicated to fostering market access by establishing platforms that connect the demand and supply of goods and services in government-related procurement activities. This initiative is aimed at benefiting local farmers, particularly in government feeding programs that encourage the utilization of community participation through negotiated procurement.

In light of this, all Field Offices (FOs) are directed to engage in **Negotiated Procurement-Community Participation** in coordination with the EPAHP-Regional Program Management Office when procuring commodities for DSWD Feeding programs, subject to Government Procurement Policy Board (GPPB) guidelines, as reinforced by GPPB Resolution No. 18-2021, also known as the "Guidelines for the Conduct of Community Participation in Procurement." These programs encompass the **Supplementary Feeding Program, Centers and Residential Care Facilities, and the Bangsamoro Umpungan Sa Nutrisyon (BangUn) Project.**

Furthermore, we strongly urge the establishment of partnerships with Community-based Organizations (CBOs) such as, but not limited to, Sustainable Livelihood Program Associations (SLPAs), and Agrarian Reform Beneficiaries Organizations (ARBOs), and Irrigators Associations, to avail of their raw goods and services.

Additionally, FOs are encouraged to recommend this procurement approach to Local Government Units (LGUs) using the transfer of fund modality, as outlined in DSWD Administrative Order No. 04, Series of 2016, Section B.2.2, Section 12. This section states, "At least thirty percent (30%) of the food requirements of the CDC/SNP areas shall be purchased from local farmers' organizations composed of poor and/or smallholder farmers."

All FOs are mandated to submit a semi-annual report on the status of the aforementioned matter to the EPAHP-NPMO, copy furnished to the undersigned.

Finally, all FOs are reminded to strictly adhere to the Memorandum issued by the undersigned, dated 17 July 2023, regarding the reiteration of tax exemption for cooperatives.

For the FO's guidance and strict compliance.

**REX GATCHALIAN**  
Secretary  
Date: NOV 08 2023



**INNOVATIONS DIVISION**  
**FIELD OFFICE MIMAROPA**  
 DSWD-GF-004 | REV 02 | 22 SEPT 2023

**MEMORANDUM**

**FOR** : **LEONARDO C. REYNOSO, CESO III**  
 Regional Director

**FROM** : **ENHANCED PARTNERSHIP AGAINST HUNGER AND  
 PROVERTY (EPAHP) PROGRAM**

**SUBJECT** : **AVAILABILITY AND ENDORSEMENT OF VALIDATED AND  
 ASSESSED COMMUNITY- BASED ORGANIZATIONS (CBOs)  
 FROM ORIENTAL MINDORO READY TO SUPPLY THE  
 SUPPLEMENTARY FEEDING PROGRAM (SFP)**

**DATE** : **02 JUNE 2025**

The Enhanced Partnership Against Hunger and Poverty (EPAHP) Program, through the collaborative efforts of its member agency in the Province of Oriental Mindoro, is pleased to formally endorse the hereunder Community-Based Organizations (CBOs) that have successfully undergone a comprehensive assessment and validation process.

These CBOs have demonstrated their capacity and readiness to serve as reliable suppliers for the Department of Social Welfare and Development's (DSWD) Supplementary Feeding Program (SFP) implementation in their respective localities within Oriental Mindoro. Their assessment included evaluation of their organizational structure, production capacity, adherence to quality and safety standards, and commitment to sustainable community development, all aligned with the objectives of the EPAHP program.

The following are the CBOs, details of which are as follows:

No.	Name of Community-Based Organization	Address	Primary Product/ Services Offered	Contact Person
1.	Bansud Livelihood Multi-Purpose Cooperative (BLMC)	Nautical Highway, Brgy. Poblacion, Bansud, Oriental Mindoro	Livestock, Poultry product, Meat product, Rice Trading, Canteen, Organic Chicken Production, Vegetables	Odelon H. Macalindong
2.	Gabay sa Kaunlaran Agricultural Cooperative	Brgy. Bucayao, Calapan City, Oriental Mindoro	Vegetables, Livestock, Poultry, Organic Chicken Production	Jinky Cleofe
3.	Roxas Market Multi-Purpose Cooperative (ROMMCO)	Brgy. Sto. Niño St., Paclasan, Roxas, Oriental Mindoro	Savings & Loan (Micro Finance, Small Business Loan, Emergency loan, Life	Ladislao M. Eusebio

PAGE 1 of 3

DSWD Field Office MIMAROPA, 1680 F. T Benitez cor Malvar Sts, Malate, Manila, Philippines, 1004 Website: <http://www.fo4b.dswd.gov.ph> Tel Nos. (02) -5328-51111



			Insurance, Agri Loan), Retail/ Grocery, Homemade Noodles, Bakery.	
4.	Mapalad Balete SLPA Agriculture Cooperative (MaBCo)	Brgy. Balete, Goria, Oriental Mindoro	Grocery product, Livestock product, Meat product, Poultry product, Fruits and Vegetable product and Rice.	Dolly Hernandez

This endorsement reflects our collective confidence in their significant potential to boost local food security, deliver nutritious food to SFP beneficiaries, and improve the livelihoods of their members. By directly addressing hunger and poverty in the province, their inclusion as SFP suppliers will also strengthen the local food value chain and institutionalize EPAHP's convergence efforts.

We may request your support to consider these validated CBOs to partner with the DSWD Supplementary Feeding Program in Oriental Mindoro as their suppliers through the Negotiated Procurement Community Participation (NPCP).

Thank you.

  
**ARFAXJADE T. ESTEBAN**  
 Regional Program Coordinator

Recommending Approval:

  
**GENELIZA Q. GABILAN**  
 SWO IV/ OIC Division Chief