



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

REQUEST FOR QUOTATION

RFQ No. 2026-01-0059 EPA

Date: December 7, 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 in accordance with **Section 34 -Small Value Procurement of Republic Act 12009 or New Government Procurement Act**. 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	: Service Provider for the Courier Services for 2026
Approved Budget for the Contract (ABC)	: One Million Nine Hundred Seventy One Thousand Two Hundred Sixty Three Pesos Only (Php 1,971,263.00)

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** not later than **5:00 PM of 12 December 2025 (Friday)**. 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
 - d. SEC Registration/DTI Certificate
3. BIR Form 2303 (Certificate of Registration)
4. Notarized Omnibus Sworn Statement

BAC SECRETARIAT POSTED	
PHILGEPS REF. NO.:	_____
DATE:	_____

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 Section 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

Received by: _____
 (Signature over Printed Name)

Date: _____



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: 7 CDs after receipt of approved Purchase Order -January - December 2026
- 4. Place of Delivery: DSWD Regional Office , Malate, Manila/ MIMAROPA Provinces/within the Philippines
- 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.fomimaropa@dswd.gov.ph
 Website: <http://www.fo4b.dswd.gov.ph>

Procurement Officer-in-Charge : **HARVY B. CALABIO**
 Contact Number : 09984746898



**DSWD FIELD OFFICE MIMAROPA
PRICE QUOTATION FORM**

Field Office

DATE : _____

RFQ NO: 2026-01-0053

COMPANY NAME : _____

Item No	Quantity		Item Description	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
			Service Provider for Courier/Forwarding Services for 2026			
			NEXT DAY DELIVERY			
			<i>Express Letter - Maximum of 100 grams (actual amount will be computed in excess of 100 grams or fraction thereof)</i>			
1	350	packs	Metro Manila			
2	140	packs	Luzon (Calapan City, Oriental Mindoro)			
3	140	packs	Luzon (San Jose, Occidental Mindoro)			
4	140	packs	Luzon (Puerto Princesa City, Palawan)			
5	140	packs	Luzon (Odiongan, Romblon)			
6	140	packs	Luzon (Boac, Marinduque)			
			<i>One Pounder- Minimum of 500 grams (actual amount will be computed in excess of 500 grams of fraction thereof)</i>			
7	300	packs	Metro Manila			
8	200	packs	Luzon (Calapan City, Oriental Mindoro)			
9	200	packs	Luzon (San Jose, Occidental Mindoro)			
10	200	packs	Luzon (Puerto Princesa City, Palawan)			
11	200	packs	Luzon (Odiongan, Romblon)			
12	200	packs	Luzon (Boac, Marinduque)			
13	200	packs	Luzon (Calapan City, Oriental Mindoro to Metro Manila)			
14	200	packs	Luzon (San Jose, Occidental Mindoro to Metro Manila)			
15	200	packs	Luzon (Puerto Princesa City, Palawan to Metro Manila)			
16	200	packs	Luzon (Odiongan, Romblon to Metro Manila)			
17	100	packs	Luzon (Boac, Marinduque to Metro Manila)			
			<i>Pounder- Minimum of 1,500 grams (actual amount will be computed in excess of 500 grams or fraction thereof)</i>			
18	300	packs	Metro Manila			
19	100	packs	Luzon (Calapan City, Oriental Mindoro)			
20	100	packs	Luzon (San Jose, Occidental Mindoro)			
21	100	packs	Luzon (Puerto Princesa City, Palawan)			
22	100	packs	Luzon (Odiongan, Romblon)			
23	100	packs	Luzon (Boac, Marinduque)			
24	100	packs	Luzon (Calapan City, Oriental Mindoro to Metro Manila)			
25	100	packs	Luzon (San Jose, Occidental Mindoro to Metro Manila)			
26	100	packs	Luzon (Puerto Princesa City, Palawan to Metro Manila)			
27	100	packs	Luzon (Odiongan, Romblon to Metro Manila)			
28	100	packs	Luzon (Boac, Marinduque to Metro Manila)			

Submitted by :

Signature over Printed Name

Date:



**DSWD FIELD OFFICE MIMAROPA
PRICE QUOTATION FORM**

Field Office
MIMAROPA

DATE : _____

RFQ NO: 2026-01-0053

COMPANY NAME : _____

Item No	Quantity		Item Description	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
			Pounder- Minimum of 2,500 grams (actual amount will be computed in excess of 500 grams or fraction thereof)			
29	300	packs	Metro Manila			
30	100	packs	Luzon (Calapan City, Oriental Mindoro)			
31	100	packs	Luzon (San Jose, Occidental Mindoro)			
32	100	packs	Luzon (Puerto Princesa City, Palawan)			
33	100	packs	Luzon (Odiongan, Romblon)			
34	100	packs	Luzon (Boac, Marinduque)			
35	100	packs	Luzon (Calapan City, Oriental Mindoro to Metro Manila)			
36	100	packs	Luzon (San Jose, Occidental Mindoro to Metro Manila)			
37	100	packs	Luzon (Puerto Princesa City, Palawan to Metro Manila)			
38	100	packs	Luzon (Odiongan, Romblon to Metro Manila)			
39	100	packs	Luzon (Boac, Marinduque to Metro Manila)			
			ORDINARY DELIVERY			
			LEGAL SIZE -Minimum of 20 grams (actual amount in excess of 20 grams or fraction thereof)			
40	350	packs	Metro Manila			
41	150	packs	Luzon (Calapan City, Oriental Mindoro)			
42	150	packs	Luzon (San Jose, Occidental Mindoro)			
43	150	packs	Luzon (Puerto Princesa City, Palawan)			
44	150	packs	Luzon (Odiongan, Romblon)			
45	150	packs	Luzon (Boac, Marinduque)			
46	10	packs	Visayas			
47	10	packs	Mindanao			
			BROWN ENVELOPE- Minimum of 500 grams (actual amount in excess of 500 grams or fraction thereof)			
48	250	packs	Metro Manila			
49	200	packs	Luzon (Calapan City, Oriental Mindoro)			
50	200	packs	Luzon (San Jose, Occidental Mindoro)			
51	200	packs	Luzon (Puerto Princesa City, Palawan)			
52	200	packs	Luzon (Odiongan, Romblon)			
53	200	packs	Luzon (Boac, Marinduque)			
54	10	packs	Visayas			
55	10	packs	Mindanao			
			GENERAL CARGO- Minimum of 3 kilos (actual amount in excess of kilos or fraction thereof)			
56	250	packs	Metro Manila			
57	20	packs	Luzon (Calapan City, Oriental Mindoro)			
58	20	packs	Luzon (San Jose, Occidental Mindoro)			
59	25	packs	Luzon (Puerto Princesa City, Palawan)			
60	25	packs	Luzon (Odiongan, Romblon)			
61	25	packs	Luzon (Boac, Marinduque)			
62	500	packs	Luzon (Calapan City, Oriental Mindoro to Metro Manila)			
63	500	packs	Luzon (San Jose, Occidental Mindoro to Metro Manila)			
64	500	packs	Luzon (Puerto Princesa City, Palawan to Metro Manila)			
65	500	packs	Luzon (Odiongan, Romblon to Metro Manila)			
66	300	packs	Luzon (Boac, Marinduque to Metro Manila)			

Submitted by :

Signature over Printed Name

Date:



**DSWD FIELD OFFICE MIMAROPA
PRICE QUOTATION FORM**

DATE : _____

RFQ NO: 2026-01-0053

COMPANY NAME : _____

Item No	Quantity	Item Description	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	
		Qualifications of Service Provider:				
		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 services to MIMAROPA Provinces				
		SCOPE OF WORK:				
		1. Pick up documents from DSWD MIMAROPA Records Section as scheduled Mondays to Fridays , not later than 4:00 P.M but not earlier 8:00 A.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				
		4. Provide pouches to accommodate documents weighing one gram (1 gm) and more				
		5. Consolidate /Pack and deliver the documents to the consignees nationwide and international in different pouches				
		6. Assume full responsibility for the care and custody of the deliveries				
		7. Provide insurance for the deliveries in case of loss, damage and /or theft				
		8. Submit proof of deliveries (POD) one week after receipt and complete supporting documents such as summary billing, invoice receipts (3 copies) for processing of documents for payment				
		9. Give feedback in case of delay during natural calamity and other uncontrollable circumstances				
		10. Immediately inform the department and return the documents the following day to the DSWD MIMAROPA				
		11. 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 ONE MILLION NINE HUNDRED SEVENTY ONE THOUSAND TWO HUNDRED SIXTY THREE PESOS ONLY (Php 1,971,2630.00				

Submitted by : _____
Signature over Printed Name

Date: _____

TERMS OF REFERENCE

I. Project/Activity Information

- a. **Title:** Service Provider for Courier/ Forwarding Services of Field Office MIMAROPA
- b. **Duration:** JANUARY 2026 to 31 DECEMBER 2026
- c. **Venue:** Regional Office and Provincial Offices
- d. **Participants:** Records and Archives Management Section; Regional Office and Provincial Offices
- e. **Budgetary Requirement:** 1,971,263.00
- f. **Source of Fund:** RGASS and Program Funds

II. Rationale

Administrative Division is primarily responsible for providing, maintaining and managing logistical requirements to support the DSWD in attaining its mission and vision (*AO 03 series of 2022*). It ensures that appropriate management systems and procedures are in place for an efficient and effective administrative service.

The Records and Archives Management, one of the branches of Administrative Division, is the central mailing system for the DSWD Field Office MIMAROPA that maintains and administers a system which shall handle mailing operations, messengerial services and provision of technical support for the disposition of documents in accordance with the approved Records Disposition Schedule of the Department. It is mainly responsible for the sound records management system of the Department through its systematic control of all records and documented information for its entire life cycle from creation/receipt, classification, use, filing, retention, and storage until its final disposition.

One of the systematic controls on records management executed by the section is dissemination of official documents of the Field Office to the different Social Welfare and Development Offices (SWAD), including its Attached Agencies, Non-Government Organizations (NGOs), its clients, and stakeholders.

For this reason, the Administrative Division – Records and Archives Management Section propose for the procurement of a courier or forwarding service to ensure fast and efficient delivery of field office official documents. A private courier service provider is needed by the DSWD MIMAROPA - Records Section to ensure that all documents/parcels for transmit are well-cared for and adequate to support the department's operation.

III. Objectives

The main objective of this activity is to continuously provide a safe, secured, efficient and reliable service provider for the carrying or transport of department documents, mails, and records in the fastest and most efficient manner.

At the end of the activity, the

1. To provide the fastest way to get or deliver a parcel/document from the regional office to the department's provincial offices, DSWD Central Office, and other stakeholders and vice-versa;
2. To establish a local courier service that offers the flexibility to schedule specific pickup and delivery times by establishing regular route;
3. To partner with a reliable service that understand the government transactions and its unique delivery needs;
4. To reduce steps in the delivery and the risk of damage to documents /parcels due to overhandling;
5. To provide a more cost-effective alternative method of mail/parcel delivery;
6. To gain possible into service provider that can cater all of MIMAROPA provinces;

IV. Scope of Work

1. The Service Provider shall:
 - 1.1 Pick up documents from the DSWD IV B - Records Section as scheduled from Mondays to Fridays, not later than 5:00 p.m. but not earlier than 8:00 A.M and/or on a Per-Call basis if urgent deliveries (with weighing scale, to determine the actual weight);
 - 1.2 Deliver documents to all recipients nationwide the following day from receipt of documents from the DSWD FO MIMAROPA Records and Archives Management Section;
 - 1.3 Deliver documents to all recipients within three (3) days from receipt of documents from the DSWD FO MIMAROPA Records and Archives Management Section;
 - 1.4 Provide pouches to accommodate documents weighing one gram (1 gm) and more.
 - 1.5 Consolidate/Pack and deliver the documents to the consignees nationwide and international in different pouches;
 - 1.6 Assume full responsibility for the care and custody of the deliveries; and
 - 1.7 Provide insurance for the deliveries in case of loss, damage and/or theft.
2. For monitoring scheme, the Courier Service Provider shall:
 - 2.1 Submit proof of deliveries (POD) one (1) week after receipt and complete supporting documents such as summary billing, invoice receipts (2 copies) in the processing of documents;
 - 2.2 Give feedback in case of delay during natural calamity and other uncontrollable circumstances;

2.3 Immediately inform the Department and return the documents the following day to the DSWD FO MIMAROPA Records and Archives Management Section in case these were not received due to the following:

- 2.3.1 Consignee's contact number is defective or an unverified mobile line number;
- 2.3.2 Consignee moved to unknown address;
- 2.3.3 Consignee unknown at the given address;
- 2.3.4 Consignee refused to accept the documents.
- 2.3.5 Consignee address is out of delivery coverage

2.4 Provide DSWD FO MIMAROPA Records and Archives Management Section lists of out of delivery coverage.

V. Qualification of the Service Provider

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. License/permit to operate private express and/or messengerial delivery services issued by Communication on Information and Communication Technology under the Department of Telecommunication and Communication.
5. Has Company Profile, which includes list of other government agencies and other institutions/offices being serviced;
6. Has Certificate of Registration from the Securities and Exchange Commission, Articles of Incorporation and By-Laws, or Business Name issued by the Department of Trade and Industry (DTI);
7. Has Business Permit for the current year;

VI. Payment Scheme

Payment shall be made on actual services rendered within thirty (30) working days after the submission of the Summary Billing and Proof of Deliveries under the charge account. Summary of Billing Invoice with complete details of computation of services completed monthly (separated per province) shall be submitted to the Administrative Division- Records and Archives Management Section on or before the 20th day of the succeeding month.

VII. Duration of Services

The required duration of services will be for a one (1) year (from January 2026 to December 31,2026 contract period, without prejudice to termination, if the winning bidder has not complied with all the terms and conditions specified by the Department or has committed any of the justifiable grounds for termination of contract provided in the Implementing Rules and Regulations of R.A. 12009

Following the guidelines on the Regular and Recurring Services, the agency shall evaluate the performance of the service provider for possible renewal of its contract based on the mandatory performance criteria provided below;

	Performance Criteria	Weight
I.	Conformity to Technical Requirements	25
II.	Timeliness in the delivery of Services	25
III.	Behavior of Personnel	20
IV.	Response to Complaints	20
V.	Compliance with set office policies for such services	10
		100

The Service Provider must attain at least a **“Satisfactory”** rating at **80 points** for possible recommendation for the renewal of the contract for the proceeding years. The Service Provider must not be a Blacklisted Entity at the time of the conduct of the performance evaluation until the signing of the renewal of the contract.

The Service Provider shall undergo a periodic review using the above-cited criteria to ensure compliance with the technical specifications as well as the other terms and conditions imposed by the DSWD MIMAROPA during the contract period.

Further, a mid-term assessment or evaluation of the performance of the Service Provider . Based on its assessment, the DSWD MIMAROPA may terminate the contract for failure of the contractor to perform its obligations thereon.

Conforme:

Signature Over Printed Name

Date: _____