



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

REQUEST FOR QUOTATION

RFQ No. 2026-01-0058
Date: January 8, 2026

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 Supply and Delivery of Purified Drinking Water in Regional Office
Approved Budget for the Contract (ABC)	:	Two Hundred Seventy Thousand Pesos Only (Php 270,000.00)

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: procurement.fomimaropa@dswd.gov.ph** not later than **5:00 PM of 15 January (Thursday)**. 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. Omnibus Sworn Statement (Required for ABC above 50k) (Please see attached form). The Notarized Omnibus Sworn Statement shall be submitted immediately upon issuance of Notice of Award if previously submitted is unnotarized.

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: _____
 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: 7 CDs after receipt of approved Purchase Order -January - December 31 2026
4. Place of Delivery: DSWD Regional Office, Malate, Manila
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**

Annex B

DATE : _____

RFQ NO: 2026-01-0058 _____

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	6,000	bottles	PURIFIED DRINKING WATER			
			Content: 5 Gallons per bottle (500 bottles per month) 25 bottles per day			
			Minimum of 16 Stages of purification /filtration process			
			Shape and Quality of Bottle: Round and Polycarbonated Process			
			Inclusion: 12 units Hot and Cold Water Dispenser			
			Monthly cleaning of water dispenser			
			Requirements:			
			Monthly submission of water test laboratory (Certificate from DOH accredited water testing laboratory			
			BFAD Certificate			
			Mayors Permit			
			Sanitary Permit			
			Terms of Payment : Monthly Billing/ Subject to the actual consumption based on the verified receipt			
			Subject to the renewal of Regular and Recurring Services under Section 18 of RA 12009			
			Please see attached Terms of Reference			
			Nothing Follows			
			PAGE 1 OF 1			
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

Submitted by: _____

Signature Over Printed Name

Position/Designation

TERMS OF REFERENCE

I. Rationale

To ensure provision of maintenance to support the Department in the attainment of its mission and vision, the Administrative Division, particularly the General Services Section, is tasked to purchase the services of providers/supplies for the administrative support and maintenance requirements of the field office. At present, the GSS has identified the services needed in the Department that would support the overall operations of the office. This proposal is intended to secure approval to allocate the necessary funding requirements for the potable drinking water supply for the staff of the region.

II. Objectives

The main goal of this project is to continuously provide administrative services in the region for the year CY 2026.

- To procure a dependable supplier that can deliver potable drinking water in compliance with national health and safety standards.
- To ensure an uninterrupted and timely supply of drinking water to the office.
- To maintain appropriate equipment (e.g., dispensers) to support employee hydration and workplace welfare.

III. Competence and Qualifications

The Service Provider shall submit the following upon submission of the quotation:

1. Valid Business/ Mayor's Permit
2. SEC/DTI/CDA Registration
3. PHILGEPS Registration Number
4. Sanitary Permit for the Duration of the contract (for drinking water)
5. Water test laboratory certificate from a DOH-accredited water testing laboratory
6. Omnibus Sworn Statement

IV. Scope of Works

1. Supply purified drinking water in a five-gallon container delivery, 25-30 gallons per day in the Regional Office and 3- 5 gallons per day in Provincial Offices.
2. Guarantee the quality of the drinking water delivered to DSWD.
3. Install a free-use 12 hot and cold water dispenser for the Regional Office.
4. The Supplier must conduct a monthly maintenance cleaning of the dispensers and replace defective dispensers without cost to the DSWD
5. The Supplier shall provide technical services with immediate response time as much as possible within the day requested by DSWD whenever there is a unit breakdown. Such technical services by the Supplier shall be free of charge.
6. The Supplier warrants that it has the experience, manpower, equipment, and materials necessary to comply with its obligations.
7. Packaging
 - 7.1 All water containers shall be made of food-grade materials.
 - 7.2 Tamper-proof protect the product from contamination during handling, storage, and distribution.
 - 7.3 Containers and caps shall be manufactured from materials that have not been recycled.
 - 7.4 Plastic containers and caps shall conform to the test for heavy metals and Migratory/leachable substances

V. Contract Duration and Schedule

The contract shall be for a period of twelve (12) months, January, to December 31, 2026, unless sooner terminated by the DSWD by giving the other a written notice of one month prior to the intended date of termination of the contract.

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
	Total	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.

VI. Terms of Payment

Payment will be on a monthly basis in the amount of and shall be processed upon receipt of the billing/statement of account, Delivery Receipt, and Invoice duly signed by the DSWD representative.

Conforme:

Signature over Printed Name

Date

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 Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1) *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2) *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]**[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

- 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;
- 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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, and controlling stockholders of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- 7) It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of Republic Act (RA) No. 12009.*
- *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*

8) *[Name of Bidder] complies with existing labor laws and standards; and*

9) *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*

- a) *Carefully examine all of the Bidding Documents;*
- b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
- c) *Made an estimate of the facilities available and needed for the contract to be bid, if any; and*
- d) *Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].*

10) *[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.*

11) *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.