



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

REQUEST FOR QUOTATION

RFQ No. 2026-01-0003

Date: January 5, 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 a Mode of Procurement in accordance with **Section 34 -Small Value Procurement of 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 and Delivery of Wi-fi Duplex All in One Tank Printer, Portable Document Scanner and Laser Printer (Monochrome) for the use of SOCPEN Program staff in Oriental Mindoro and Palawan for CY 2026
Approved Budget for the Contract (ABC)	:	Nine - Eight Thousand Six Hundred Seventy - Nine and 90/100 Pesos Only (Php 98,679.90)

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: riaborromeo@dswd.gov.ph not later than **8:00 AM of January 12, 2025 (Monday)**. 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)
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 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: _____

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: Thirty (30) Calendar Days Upon receipt of Approved Purchase Order
4. Place of Delivery: DSWD Mimaropa, 1680 Benitez St, cor, 1004 Gen. Malvar St, Malate, Manila, Metro 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. 12009 and its implementing rules and regulations (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 : _____

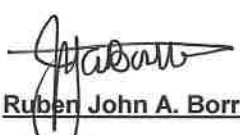
Email Address : _____

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 : **Ruben John A. Borromeo**

Contact Number : 0916-494-4438

DATE : _____

RFQ NO: 2026-01-0003

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	2	unit	Wi-fi Duplex all in one ink tank printer			
			Function: Print, scan copy with ADF			
			Monthly duty cycle: ≥ 15,000 Impressions			
			Copying			
			> Copy speed (flatbed): ≥ 11.0 ipm / ≥ 5.5 ipm (Black/Color)			
			> Copy Resolution: ≥ 600 x 600 dpi			
			Printing			
			Print speed:			
			Simplex ≥ 15.5 ipm / ≥ 8.5 ipm (Black/Color)			
			Duplex ≥ 6.5 ipm / ≥ 4.5 ipm (Black/Color)			
			Print Resolution: ≥ 4800 x 1200 dpi			
			Scanning			
			Optical Resolution: ≥ 1200 x 2400 dpi			
			Maximum scan area: ≥ 216 x 297 mm (8.5 x 11.7")			
			Scan speed (flatbed / ADF Simplex):			
			200 dpi, Black: ≥ 12 sec / 5.0 ipm			
			200 dpi, Color: ≥ 27 sec / 5.0 ipm			
			File Format Supported: PDF, TIFF, JPEG			
			Document and media handling			
			Document feeder capacity: ≥ 30 sheets			
			Paper tray sheet capacity			
			Input capacity: ≥ 250 sheets			
			Output capacity: ≥ 30 sheets			
			Paper size: Letter, A4, 8.5 x 13, Legal			
			PAGE 1 OF 2			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Nine - Eight Thousand Six Hundred Seventy - Nine and 90/100 Pesos Only (Php 98,679.90)			
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

Submitted by: _____

Signature Over Printed Name

Position/Designation

DATE : _____

RFQ NO: 2026-01-0003

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			PC Connectivity			
			Connection: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct, Hi-Speed USB 2.0			
			Warranty: 1 year hardware warranty			
2	2	unit	Portable Document Scanner			
			Scanner Type: Sheetfeed			
			Output: Color			
			Optical Resolution ≥ 600 dpi			
			Daily duty cycle ≥ 3,000.00 pages			
			Speed ≥ 26 ppm			
			Scan Size: Legal			
			Feeder ≥ 50 sheets			
			Connectivity: USB 2.0			
			Warranty: 1 year hardware warranty			
3	2	unit	Laser Printer (Monochrome)			
			Output type: Monochrome			
			Technology: Laser			
			Connectivity Technology: USB 2.0			
			Networking type: Ethernet			
			Print Speed: ≥ 35 ppm			
			Monthly duty cycle: ≥ 50,000 Impressions			
			Black Resolution: ≥ 600 dpi			
			Max Media Size: Legal			
			Warranty: 1 year hardware warranty			
			*****NOTHING FOLLOWS*****			
PAGE 2 OF 2						
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Nine - Eight Thousand Six Hundred Seventy - Nine and 90/100 Pesos Only (Php 98,679.90)			
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

Submitted by: _____

Signature Over Printed Name

Position/Designation

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