



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

REQUEST FOR QUOTATION

RFQ No. 2026-01-0025

Date: January 12, 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 Semi-Expendable IT Equipment to be Used by ICTMS
Approved Budget for the Contract (ABC)	:	One Hundred Twenty - Five Thousand Pesos Only (Php 125,000.00)

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: rjaborro@dswd.gov.ph** not later than **8:00 AM of January 19, 2026 (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,

HARVY B. CALABIO
Supervising Administrative Officer
Procurement Section Head

Received by: _____

Date: _____

(Signature over Printed Name)

13 JAN 2026

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: Twenty (20) 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: 2026-01-0025

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
Semi-Expendable IT Equipment to be Used by ICTMS						
1	2	pieces	Portable Hard Drive (4TB) Specifications: • USB 3.0 (backward compatibility with USB 2.0) • 2.5 inch • Windows & Mac OS • Plug & Play connectivity • Includes pre-loaded easy-to-use backup software • 1-year hardware warranty			
2	7	pieces	USB Mouse with Scroll Specifications: • Type: USB 2.0 • Connectivity: Plug and Play • Warranty: 1-month warranty			
3	1	piece	Card Reader for Windows/MacBook Specifications: • Type: External Multi-Card Reader • Compatibility: Windows 10/11, macOS (latest versions) • Supported Card Types: SD, microSD, SDHC, SDXC, MMC (minimum) • Interface: USB 3.0 or higher (backward compatible with USB 2.0) • Transfer Speed: Up to 5 Gbps (USB 3.0 standard)			
4	1	piece	4-Channel HDMI Live Streaming Video Switcher Specifications: • 4-channel auto-detected HDMI inputs • 1x HDMI PGM output • 1x HDMI multiview out • 1x USB Type-C output • AUX output configurable and assignable • USB-C for capturing and streaming on PC • Clearly visible multiview and status page • Upstream key: Luma key, Chroma key, PIP x2 / POP • Downstream key and logo overlay • T-bar / Auto / Cut transitions • Transition effects: WIPE (9x2 patterns), MIX, DIP • Audio mixer: HDMI embedded audio and 2-ch MIC/Line In • Audio delay available • Media library: - 49 default patterns - 16 imported images - 16 captured images - 2 color generators - 1x SD card slot (up to 2 TB) • LAN port for PC software FTB / MUTE / STILL / GPIO for tally • Customer configuration import and export			
5	5	pieces	USB Computer Headset Specifications: • Flips up/down microphone with in-line mute control button • Comfortable fit with adjustable headband and soft foam ear cups • Type-A male USB 2.0 • Cable length of at least 1.9 m (continuous cable; no extender) • Noise-canceling microphone • Left and right audio speakers • Compatible with Skype for Business, Zoom, Google Meet, and similar apps • Plug-and-play compatibility with Windows and Mac OS			
Page 1 of 3						
TOTAL APPROVED BUDGET FOR THE CONTRACT:						
One Hundred Twenty - Five Thousand Pesos Only (Php 125,000.00)						
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

Submitted by: _____

Signature Over Printed Name

Position/Designation



**DSWD FIELD OFFICE MIMAROPA
PRICE QUOTATION FORM**

DATE : _____

RFQ NO: 2026-01-0025

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 " <u>COMPLY</u> " or " <u>NOT COMPLY</u> ". "Failure to indicate information could be basis for non-compliance." Please indicate the BRAND being offered if applicable	Unit Cost	Total Cost
6	1	piece	Portable Document Scanner Specifications: • Scanner Type: Sheetfed • Output: Color • Optical Resolution: ≥ 600 dpi • Daily Duty Cycle: ≥ 3,000 pages • Speed: 26 ppm • Scan Size: Legal • Feeder: 50 sheets • Connectivity: USB 2.0			
7	8	pieces	Uninterruptible Power Supply (UPS) Specifications: • Input Capacity: 1000 VA / 600 W • Input Voltage Range: 110/120 VAC or 220/230/240 VAC • Input Frequency Range: 60/50 Hz (auto sensing) • Output AC Voltage Regulation: ±10% • Output Frequency: 60 Hz or 50 Hz ±1 Hz • Output Waveform (Battery Mode): Simulated sinewave • Transfer Time: Typical 2-6 ms • Battery: 12 V / 7 Ah × 1 • Battery Recharge Time: 4-6 hours to 90% capacity • Weight: 8.2 kg • Noise Level: less than 40 dB • Dimensions (L×W×H): 320 × 130 × 182 mm • Humidity: 0-90% RH @ 0-40°C (non-condensing) • 1-year warranty			
8	1	piece	Digital Voice Recorder Specifications: • Portable • Record in MP3/LPCM • High-sensitivity S-Microphone • 4 GB built-in storage (expandable via microSD, SDHC/SDXC) • Auto Voice Recording reduces background noise • Direct USB built-in for PC connection • Built-in lithium battery with 3-minute quick charge for 1 hour recording • Warranty: 1-year hardware warranty			
9	2	pieces	Wireless Portable Printer (Hand Carry) Specifications: • Weight: 795 g • Size: 309 × 63.5 × 41.5 mm (difference between 1-3 mm) • Material: ABS + PC • Printer Type: Thermal Transfer Printer • Consumable Type: Normal paper / Thermal paper • Supported Paper Sizes: A4 / A5 / B5 / 110 / 80 / 53 mm • Max Resolution: 300 dpi • Print Speed: 20 ppm • Paper Feed: Roll feed • Interface Type: Bluetooth 5.0 • Model: P831 • Battery Capacity: 2000 mAh • Charging Time: 2-2.5 hours			
Page 2 of 3						
TOTAL APPROVED BUDGET FOR THE CONTRACT:						
One Hundred Twenty - Five Thousand Pesos Only (Php 125,000.00)						

TOTAL AMOUNT OF QUOTATION IN FIGURES:

TOTAL AMOUNT OF QUOTATION IN WORDS :

Submitted by: _____

Signature Over Printed Name

Position/Designation



**DSWD FIELD OFFICE MIMAROPA
PRICE QUOTATION FORM**

DATE : _____

RFQ NO: 2026-01-0025

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
10	1	unit	USB-C Hub 7-in-1 Specifications: • Material: Durable aluminum housing (anti-overheat design) • Ports: – 1× HDMI port (up to 4K@30Hz) – 1× USB-C PD (up to 100W passthrough charging) – 2× USB 3.0 ports (up to 5 Gbps) – 1× USB 2.0 port – 1× SD card slot (up to 2 TB) – 1× TF/MicroSD card slot • Compatibility: Windows, macOS, Linux, Android (OTG) • Plug and Play: No driver required • Safety: Over-current, over-voltage, and short-circuit protection			
11	1	pack	Rechargeable Battery AA (4 pcs per pack) Specifications: • Type: Ni-MH (Nickel Metal Hydride) • Voltage: 1.2 V • Minimum Capacity: 2300 mAh • Pack Size: 4 pcs			
12	2	packs	Rechargeable Battery AAA (4 pcs per pack) Specifications: • Type: Ni-MH (Nickel Metal Hydride) • Voltage: 1.2 V • Minimum Capacity: 800 mAh • Pack Size: 4 pcs			
13	1	unit	M2 SSD Case NVMe/SATA Enclosure 10 Gbps HDD Docking Station Specifications: • Compatible with NVMe/SATA M.2 SSDs • USB 3.1/3.2 Gen 2 interface (up to 10 Gbps transfer speed) • Tool-free installation • Plug and Play • Aluminum alloy housing for heat dissipation • Compatible with Windows, Mac, Linux			
*****NOTHING FOLLOWS*****						
Page 3 of 3						
TOTAL APPROVED BUDGET FOR THE CONTRACT:						
One Hundred Twenty - Five Thousand Pesos Only (Php 125,000.00)						

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