



REQUEST FOR QUOTATION

RFQ No. 2026-01-0030  
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 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 and Delivery of Meat and Poultry Products for MYC Residents for CY 2026
Approved Budget for the Contract (ABC)	:	Nine Hundred Fifty Thousand Pesos Only (Php 950,000.00)

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: rjaborromeo@dswd.gov.ph** not later than **8:00 AM of January 12, 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:

**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

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 [x] 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 (January to December 2026)

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.

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.
To avoid misrepresentation, please only contact our authorized personnel via email or phone.
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



**DSWD FIELD OFFICE MIMAROPA  
PRICE QUOTATION FORM**

Annex B

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

RFQ NO: 2026-01-0030

COMPANY NAME : \_\_\_\_\_

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) <b>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</b>	Unit Cost	Total Cost
			<b>Meat and Poultry Products for MYC Residents for CY 2026</b>			
1	148	kilo	Pork Giniling			
2	500	kilo	Pork laman			
3	250	kilo	Pork Buto-Buto			
4	200	kilo	Beef laman			
5	500	kilo	Chicken			
6	300	tray	Egg White			
7	100	tray	Salted Egg			
8	50	kilo	Homemade Tocino			
9	50	kilo	Homemade Hotdog			
10	50	kilo	Homemade Bacon			
11	50	kilo	Homemade Ham			
12	50	kilo	Homemade Burger Patty			
13	50	kilo	Squidballs			
14	50	kilo	Kikiam			
15	50	kilo	Fishball			
16	150	kilo	Tokwa			
			*****Nothing Follows*****			
			<b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b>			
			<b>Nine Hundred Fifty Thousand Pesos Only (Php 950,000.00)</b>			
<b>TOTAL AMOUNT OF QUOTATION IN FIGURES:</b>						
<b>TOTAL AMOUNT OF QUOTATION IN WORDS :</b>						

Submitted by: \_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Position/Designation

## 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 a prospective supplier/service provider.*