



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

REQUEST FOR QUOTATION

RFQ No. 2026-01-0032
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 Groceries for MYC Residents for CY 2026
Approved Budget for the Contract (ABC)	:	Eight Hundred Fifty Thousand Pesos Only (Php 850,000.00)

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 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 NGA¹ or LGU².
- 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)

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: Weekly basis (January - 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. 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 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. 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



**DSWD FIELD OFFICE MIMAROPA
PRICE QUOTATION FORM**

DATE : _____

RFQ NO: 2026-01-0032

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
Groceries for MYC Residents for CY 2026						
1	44	Box	Catsup, 4 gallons/box			
2	50	kilo	Cocoa Powder, 1 kg/pack			
3	700	pack	Chocolate Powdered Drink, 24 g, 12 pcs/pack			
4	350	piece	Liver Spread, 230 g			
5	100	can	Garbanzos, 425 g			
6	100	can	Pickles, 270 g			
7	100	kilo	Green Peas			
8	400	kilo	Pasta, 1 kg			
9	150	kilo	Macaroni, 1 kg			
10	150	kilo	Pansit Bihon, 1 kg			
11	150	kilo	Canton Noodles, 1 kg/pack			
12	150	kilo	Miki Noodles, 1 kg/pack			
13	30	piece	Cornstarch, 75 g			
14	50	kilo	Flour, 1 kg			
15	150	piece	Condensed Milk, 390 g			
16	20	Gallon	Mayonnaise, 3.5 L			
17	20	Gallon	Peanut Butter, 3.5 L			
18	5	box	Corned Beef, 260 g, 48 tins/box			
19	10	box	Evaporated Milk, 370 g/tin, 48 tins/box			
20	50	box	Powdered Milk, 33 g/pack, 160 pcs/box			
21	100	box	Cooking Oil, 1 gallon, 4 gallons/box			
22	5	box	Fish Sauce, 325 ml/bottle, 30 bottles/box			
23	5	box	Sardines in Tomato Sauce, 155 g/tin, 48 tins/box			
24	5	box	Sardines in Vegetable Oil, 180 g/tin, 48 tins/box			
25	100	box	Soy Sauce, 1 gallon, 4 gallons/box			
26	50	kilo	Sugar, Washed/Brown, 1 kg/pack			
27	102	pouch	Tamarind Soup Mix, 40 g, Original			
28	100	box	Vinegar, 4 liters/gallon, 4 gallons/box			
29	100	kilo	Salt, for Cooking, Iodized, 1 kg			
30	5	box	Luncheon Meat, 397 g/tin, 48 tins/box			
31	5	box	Tuna Sardines, Hot Flavor, 25 g/tin, 48 tins/box			
32	5	box	Tuna Sardines, Vegetable Oil, 25 g/tin, 48 tins/box			
33	50	bar	Cheese, 430 g			
34	200	piece	Juice, Pineapple, 240 ml			
35	100	pack	Miswa			
36	50	can	Fruit Cocktail, 836 g			
*****Nothing Follows*****						
TOTAL APPROVED BUDGET FOR THE CONTRACT:						
Eight Hundred Fifty Thousand Pesos Only (Php 850,000.00)						
TOTAL AMOUNT OF QUOTATION IN FIGURES:						
TOTAL AMOUNT OF QUOTATION IN WORDS :						

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.