



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

REQUEST FOR QUOTATION

RFQ No. 2026-01-0040 SVP
Date: January 14, 2026

Company Name _____
Company Address _____
Contact Person _____
Contact No. _____
Email Address _____
Company TIN VAT NON-VAT
PhilGEPS Reg. No. (Required) _____

Sir/Madam:

The Department of Social Welfare and Development Field Office MIMAROPA will undertake a Mode of Procurement accordance with Section 34 - Small Value Procurement of RA 12009. Please quote your government prices 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	: Catering service for 3 Days for the conduct of 2026 Data Governance and Social Protection Mainstreaming
Approved Budget for the Contract (ABC)	: One Hundred Fifty-Seven Thousand Five Hundred Pesos Only (Php 157,500.00)

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: ildiones@dswd.gov.ph** not later than **8:00 AM of 21 January, 2026 (Wednesday)**. 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 of the ERR 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)

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: **May 12-15, 2026**

4. Place of Delivery: **DSWD ACADEMY PONUSWA Compound Don Chino Roces Extn. Brgy. Fort Bonifacio, Taguig City**

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 representatives/.
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](http://www.fo4b.dswd.gov.ph)

Procurement Officer-in-Charge :  **LAILANI L. DIONES**

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

I, _____ of legal age, [Civil Status] _____ at
[Nationality] _____ and _____ residing _____ at
_____, after having been duly sworn in accordance with
law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of _____
with office address at _____.
2. As the owner and sole proprietor, or authorized representative of
_____, 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 _____ contract
ensuing _____ of the DSWD
for _____ of the DSWD
Field Office MIMAROPA, as shown in the attached duly notarized Special Power of
Attorney;
3. _____ (Name of Supplier) 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 Supplier) is authorizing the Head
of the Procuring Entity or its duly authorized representative(s) to verify all the documents
submitted;
6. _____ 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;
7. _____ (Name of Supplier) 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 Supplier) 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
