



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

REQUEST FOR QUOTATION

RFQ No. 2026-04-0353
Date: May 4, 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 RA12009**. 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	: Supply and Delivery of Various Food Items for the Implementation of the 16th Cycle Supplementary Feeding Program in Lubang, Occidental Mindoro
Approved Budget for the Contract (ABC)	: Eight Hundred Twenty Five Thousand Pesos Only (Php 825,000.00)

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: **procurement.fomimaropa@dswd.gov.ph** not later than **1:00 PM of 13 May, 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:**
 - 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. **Notarized Omnibus Sworn Statement.(For ABC above 50K)**
5. **Notarized Secretary's Certificate (For Corporation / Partnership / Cooperative or Special Power of Attorney in case of Sole Proprietorship if the signatory is not the owner).**

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



DSWD FIELD OFFICE MIMAROPA

ANNEX A

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
Fifteen (15) Calendar Days upon Receipt of Approved Purchase Order / Succeeding deliveries
shall be based on the approved schedule.
- 3. Services shall be delivered on:

4. Place of Delivery: Municipality of Lubang, Occidental 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: _____ (should be the exact account name as registered in the bank) Account Number: _____

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/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

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.f04b.dswd.gov.ph>



**DSWD FIELD OFFICE MIMAROPA
PRICE QUOTATION FORM**

Annex B

RFQ NO: 2026-04-0353

DATE : _____
 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	4,675	Pc	Egg, fresh, Medium-Large			
2	770	Kg	Chicken, laman, fileted, packed per kilo			
3	110	Kg	Beef, giniing, packed per kilo			
4	330	can	Canned Sardines, easy-open can (155g)			
5	165	can	Comed Beef, easy-open can (170g)			
6	165	pack	Monggo, Fresh, Green, 200g per pack			
7	743	Pack	Rice, milled, white, packaging per kilo			
8	1,650	Pack	Veggie Canton (squash/malunggay/seaweed), 100g per pack			
9	440	Pack	Macaroni, 400 g per pack			
10	55	Pack	Bread , loaf, 600g per pack			
11	550	Sachet	Nutri-Bun, 6pcs per pack, (60g per pc)			
12	3,300	Sachet	Choco Powdered Drink, 24-35g per sachet			
13	3,300	Sachet	Choco Cereal Drink, 28-40g per sachet			
14	83	Pack	Cream Filled Biscuits (10 pcs per pack)			
15	83	Pack	Cake bar with cream filling (10 pcs per pack)			
16	220	Pack	Cooking Oil , atleast 485 ml per pouch			
17	110	can	Evaporated Milk, 360 ml per can			
18	220	pack	Flour, All-purpose, 250g per pack			
19	110	Pack	Iodized Salt, (250g per pack)			
20	110	Box	Processed Cheese, 160g per box			
21	109	Pack	Sugar (brown), 250 kg per pack			
22	110	Pack	Tomato Sauce, 250g per pack			
23	3,300	Pcs	Banana, saba, regular size			
24	109	Kl	Carrots , regular size			
25	110	Tub	Margarine, 100g per tub			
			****NOTHING FOLLOWS****			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Eight Hundred Twenty Five Thousand Pesos Only			
			(Php 825,000.00)			

TOTAL AMOUNT OF QUOTATION IN FIGURES:

TOTAL AMOUNT OF QUOTATION IN WORDS :

Submitted by: _____
 Signature Over Printed Name

 Position/Designation