

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Field Office MiMaRoPa Region

1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. 2018-09-1400 LOV

Date: October 3, 2018

Company Name :
Company Address :
Contact Person :
Contact No. :
Company TIN :
PhilGEPS Reg. No. :

Sir/Madam:

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.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your Company's Business Permit, PhilGEPS Certificate, latest Income/Business Tax Return and Omnibus Sworn Statement. The Certificate of Platinum Membership maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number

Please accomplish and submit this form together with Annex A to DSWD - Procurement Unit at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila or fax it through numbers: (02) 336-8106 to 07 loc. 111 or email to:dswd4bmimaropaslprocurement@gmail.com not later than 5:00PM on October 10, 2018 (Wednesday).

Very truly yours,

HARVY B. CALABIO
Administrative Officer V
Procurement Section

Handwritten signature and date 10/3/18

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. Good/s shall be delivered on: December 11-14, 2018

4. Place of Delivery: within Metro Manila

5. Terms of Payment: within 15-30 days upon final inspection and acceptance

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)

Account Name: Account Number :

Bank Name: Branch:

\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee

6. Liquidated Damages/Penalty: In case of failure to make full delivery within the time sepcified 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.

7. For goods please indicate brand, model and country of origin.

8. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

9. Please indicate warranty:

10. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"

NADJEBA M. LINDAR
Procurement Officer

Cell No: 0939-502-4258

Tel. No: 336-8106 Local 101

Signature Over Printed Name
(Supplier)

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
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RFQ No. 2018-09-1400

Date: \_\_\_\_\_ (should be filled up by suppliers)

MOP: \_\_\_\_\_ LOV \_\_\_\_\_

Company Name \_\_\_\_\_  
 Company Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 Company TIN \_\_\_\_\_  
 PhilGEPS Reg. No. \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
1	115	PAX	<b>BOARD AND LODGING for SLP - POWER UPS</b> DATE OF ACTIVITY: December 11-14, 2018 VENUE: within Metro Manila Guaranteed Pax: 110			
			<b>Type of Room Sharing:</b> Triple Sharing (Single bed per pax) Overnight Accomodation Airconditioned Room with hot and cold shower TV with cable, and free wifi and internet Access			
			<b>Check in Date and Time:</b> 12:00 pm - December 11, 2018 <b>Check out Date and Time:</b> 12:00 pm - December 14, 2018			
			<b>Type of Food Serving:</b> Full Board Meals *December 11: Lunch, PM Snack, Dinner *December 12: Breakfast, AM Snack, Lunch, PM Snack, Dinner *December 13: Breakfast, AM Snack, Lunch, PM Snack, Dinner *December 14: Breakfast, AM Snack			
			<i>(No repeating meal per menu, service provider to submit menu)</i>			

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**PURPOSE:** Provision of Board and Lodging for the SLP - POWER UPS, Metro Manila  
 PR No.: 2018-09-1400

**IMPORTANT:** The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Unit within three (3) days from the date advance copy was served thru fax.  
**FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.**

  
**NADJEBAM. INDAR**  
 Procurement Officer

\_\_\_\_\_  
 (Signature over printed name)

VAT  
 Non-VAT

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Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications	Unit Cost	Total Cost
			<b>Other Inclusions: (Amenities, Restrictions)</b>			
			1 Complimentary room for RD and ARDO			
			Complimentary Use of Function Room which can house the number of pax indicated, and other Amenities			
			2 Projectors and Screens			
			Good Sound System with 3 wireless Microphones			
			Audio Jack, Extension Cords			
			2 Whiteboard with whiteboard marker and eraser			
			Free electricity and extension wire usage for the laptop computers of participants			
			Free wifi connection			
			Free writing pads and pencils for participants			
			Complimentary welcome Tarpaulin			
			Free flowing coffee, tea, chocolate and drinking water			
			Restrictions: The function area/room should be clear of obstructions			
			*****NOTHING FOLLOWS*****			
			Approved Budget Cost: 690,000			
			page 2 of 2			
				Note: Please specify brand/ model/ origin Please fill up the space for Bidder's Specification		
				"Failure to indicate information could be basis for non-compliance."		

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**NADUEBA M. INDAR**  
 Procurement Officer

\_\_\_\_\_  
 (Signature over printed name)

VAT  
 Non-VAT